FISHER COLLEGE

Course Catalog 2009-2010

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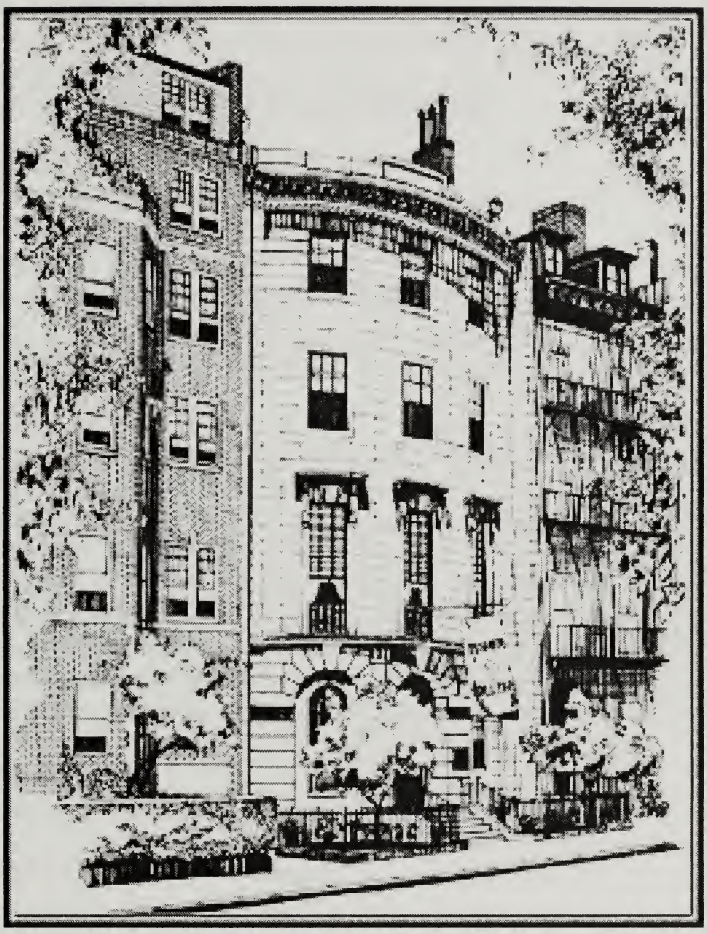
FISHER COLLEGE



College Catalog
2009–2010

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This Catalog is an official publication of the College and is subject to change at any time. The College reserves the right to add, withdraw, or revise any course, program of study, provision, or requirement described herein.

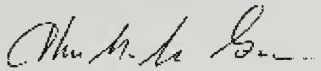
Message from the President

Dear Students,

Welcome to Fisher College! Our approach to higher education centers on the individual student's academic, professional and personal development. We foster an environment which encourages curiosity and innovation while providing open access to a stimulating team of faculty and staff – your partners in learning.

Our institution's reputation for academic excellence is reflected by a broad curricula in many relevant areas. Combined with a rich selection of extra-curricular activities and a vibrant multi-cultural student body, we have succeeded in creating a most unique educational setting for every student. I congratulate you on your decision to join the Fisher College community and look forward to seeing you on campus.

Sincerely,



Thomas M. McGovern,
President

DAY DIVISION CALENDAR

Fall 2009

Saturday, September 5	Residence Halls Open for New Students
Saturday–Monday, September 5, 6, 7	New Student Orientation
Monday, September 7	Residence Halls Open for Returning Students
Tuesday, September 8	Fall Semester Classes Begin
Monday, September 14	Drop/Add Period Ends
Monday, October 12	Columbus Day–No Classes
Friday, October 23	Mid-Semester Grades Due
Wednesday, November 11	Veterans Day–No Classes
Thursday-Friday, November 26, 27	Thanksgiving Break–No Classes
Tuesday, December 8	Last Day to Withdraw from Class
Tuesday, December 15	Fall Semester Classes End
Wednesday, December 16	Reading Day, No Extracurricular Activities
Thursday - Saturday, December 17, 18, 19	Final Exams
Monday - Tuesday, December 21, 22	Final Exams Continued

Spring 2010

Sunday, January 17	Residence Halls Open for New Students
Sunday–Monday, January 17–18	New Student Orientation
Monday, January 18	Residence Halls Open for Returning Students
Tuesday, January 19	Spring Semester Classes Begin
Monday, January 25	Drop/Add Period Ends
Monday, February 15	Presidents' Day–No Classes
Saturday-Sunday, March 13 – 21	Spring Break
Monday, April 19	Patriots' Day–No Classes
Tuesday, April 27	Last Day to Withdraw from Class
Tuesday, May 4	Spring Semester Classes End
Wednesday, May 5	Reading Day, No Extracurricular Activities
Thursday – Saturday, May 6, 7, 8	Final Exams
Monday – Tuesday, May 10, 11	Final Exams Continued
Saturday, May 15	Commencement

DIVISION OF CONTINUING EDUCATION

Term Beginning	Special Dates & Holidays	Term Ending
September 8, 2009		October 31, 2009
	Columbus Day October 12, 2009 Last day to withdraw October 21, 2009 Final Exams* October 26 – October 31, 2009	
November 2, 2009		December 24, 2009
	Veterans Day November 11, 2009 Thanksgiving Day November 26, 2009 Last day to withdraw December 16, 2009 Final Exams * December 21-24, 2009	
Holiday Recess	December 25, 2009 –January 18, 2010	
January 19, 2010		March 13, 2010
	Martin Luther King, Jr. Day January 18, 2010 Presidents' Day February 15, 2010 Last day to withdraw March 3, 2010 Final Exams* March 8 - 13, 2010	

Term Beginning	Special Dates & Holidays	Term Ending
March 15, 2010		May 8, 2010
	Patriots' Day April 19, 2010 Last day to withdraw April 28, 2010 Final Exams* May 3 - 8, 2010 Graduation Saturday, May 15, 2010	
May 10, 2010		July 3, 2010
	Memorial Day May 31, 2010 Last day to withdraw June 28, 2010 Final Exams * June 28 – July 3, 2010	
July 6, 2010		August 21, 2010
	Last day to withdraw August 11th, 2010 Final Exams* August 16- 21, 2010	

The drop/add period is the first calendar week of each term.

* Fisher Online finals to be announced by instructors.

▼General Information -- Day Division and Division of Continuing Education

History of Fisher College

Founded in 1903, Fisher College emphasized vocational preparation for its first few decades. Since then, curriculum plans and objectives have expanded. In 1952, Fisher was approved as a two-year college by the Board of Regents of Higher Education of the Commonwealth of Massachusetts, and, in 1957, was given degree-granting powers. In 1970, Fisher gained membership in the New England Association of Schools and Colleges, Inc., with accreditation. Today, students from all parts of America and from numerous foreign countries attend Fisher College. Approximately half commute and others live in College Residence Halls. As of February 1998 the College became coeducational.

In January 1999 Fisher College was approved by the Massachusetts Board of Higher Education to offer the Bachelor of Science in Management Degree.

The Division of Continuing Education was established in 1975. Today, the Division of Continuing Education offers a wide variety of programs online to students across the country and around the globe, in addition to neighborhood campuses.

College Mission

Fisher College, founded in 1903, is a Boston-based accredited independent college, offering curricula that integrate a liberal education with career and pre-professional programs designed to meet the changing needs of both traditional and non-traditional learners. Through its degree level and certificate programs, Fisher College has endeavored to create a learning environment that fosters the intellectual growth of its students, promotes respect for self and others, and seeks to develop inherent capacities of each student to prepare for a full, satisfying and productive professional and cultural life. Graduates of Fisher College are expected to be informed decision makers, prepared for immediate career entry or further higher education, and able to demonstrate an understanding of and appreciation for the values of all cultures.

It has been the tradition of Fisher College to serve the educational needs of different populations. In its Day Division, Fisher provides career and transfer programs in a small college setting. This division actively seeks a diverse student population reflecting a cross section of American and international cultures. The Division of Continuing Education offers degree and certificate programs both online and at locations in Southeastern Massachusetts to a broad spectrum of learners as well as to business and industry through courses, seminars, workshops and training sessions.

College-Wide Learning Outcomes

Because of its commitment to academic excellence, the College requires that its graduates have demonstrated competencies in written and oral communication, computational skills, critical thinking and research skills, technological literacy, civic responsibility, and racial, ethnic, and cross-cultural understanding. Toward this end, each student is provided the opportunity to demonstrate the following competencies, abilities and interests:

- Effective communication skills, including the abilities to speak and write cogently, and to conduct research in relevant sources including the use of electronic data bases.
- The ability to understand and apply basic analytic-mathematical operations and to make logical inferences from quantitative data.
- Critical thinking skills to organize and process information and to formulate effectively reasoned conclusions.
- Self-confidence and the ability to make moral and social judgments in the context of individual, social, and civic responsibility.
- An understanding of the multi-cultural values within a diverse American and global society sufficient to enable the student to interact collaboratively with others of a different culture.
- Learning skills necessary for lifelong personal and professional development.

Accreditation

Fisher College is accredited by the New England Association of Schools and Colleges. In the Division of Continuing Education, the Health Information Technology Program is accredited by the American Health Information Management Association (AHIMA).

Nonprofit Status

Founded in 1903, Fisher College is a nonprofit educational institution approved by The Board of Higher Education of the Commonwealth of Massachusetts and authorized to grant the degrees of Bachelor of Arts, Bachelor of Science, Associate of Arts, Associate of Science, and various certificates.

Educational Rights and Privacy

Fisher College complies with the Family Educational Rights and Privacy Act regarding the access and release of student records and information. (See complete description in the College Policies section.)

Student Conduct

Fisher College holds its students to a high standard and requires that students comply with all Federal and State laws on- and off-campus. Students who violate these laws and/or College policies will be subject to disciplinary action. Additionally, they might also be subject to criminal or civil prosecution. (Please see the Student Guide and Code of Conduct for details.)

The Drug-Free Schools and Communities Act of 1989

In compliance with the federal Drug Free Schools and Communities Act of 1989 that requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program, Fisher College observes the following regulations:

Prohibitions

A. Fisher College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the College while on College premises, while performing any work for the College, on or off its premises, or while otherwise participating in any College activity, on or off College premises.

B. Additionally, the College prohibits the use or distribution of illicit drugs off College premises. Any violation of this law brought to the attention of College authorities by external law enforcement agencies will be adjudicated by the Office of Student Life and/or designee.

C. Students are prohibited from participation in any College activity, on or off College premises, while under the influence of alcohol or illicit drugs.

Sanctions for Non-Compliance

A. Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of enrollment at the College.

B. A student who violates any provision of this policy is also subject to disciplinary action, up to and including expulsion from the College. Please note that for residential students, drug use typically leads to separation from the residence halls as a minimum sanction.

C. Also, in appropriate circumstances, as determined by the College, law enforcement may be notified. Unlawful possession, use, or distribution of drugs or alcohol may subject a student to criminal penalties. Please note that parents or legal guardians may be notified of violation of drug and alcohol policies, particularly in the case of students identified as holding a "Dependent" status.

Anti-Harassment Policy

Fisher College is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our students and/or employees by anyone, including any faculty, supervisor, co-worker, student or third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, religion, age, sex, gender, or disability. Harassment that affects learning and/or job benefits, interferes with an individual's performance, or creates an intimidating, hostile or offensive environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic, or offensive physical actions. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex, constitutes harassment when (1) submission to the conduct is required as a term or condition of employment, participation in a school program or activity, or is the basis for employment action or educational decision or (2) the conduct unreasonably interferes with

an individual's work performance, or influences how well a student performs in school; or creates an intimidating, hostile or offensive environment. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

All Fisher College students and employees are responsible for helping to enforce this policy against harassment. Any student or employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify the Dean of Students or the Human Resources Manager so the situation can be promptly investigated and remedied. If it is the Dean of Students or the Human Resources Manager who is responsible for the harassment or reporting the situation fails to remedy the situation, complaints of harassment must immediately be reported to the President's Office. It is Fisher College's policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, Fisher College will maintain the confidentiality of those involved. If an investigation confirms that harassment has occurred, Fisher College will take corrective action. Corrective action may include discipline up to and including immediate termination of employment. Fisher College forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

Equal Educational Opportunity

Fisher College is committed to an educational and working environment that provides equal opportunity to all members of the College community. In accordance with federal and state law, the College prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status and sexual orientation.

Title IX/ADA/504 Coordinators

Federal law prohibits discrimination on the basis of gender (Title IX of the Education Amendments of 1972) and disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990). The College has designated the following person as coordinator to monitor compliance with these statues and to resolve complaints of discrimination based on gender or disability:

For students: Dean of Students, 118 Beacon Street, Boston, MA 02116, (617) 236-8800.

Diversity Policy

Fisher College has given a high priority to creating a multicultural, multiracial, gender-balanced community receptive to cultural diversity. As part of Fisher's effort to reach this goal, the College strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain, and support a culturally diverse faculty and staff. College policies and procedures, concerning faculty and employees' development, are structured to encourage diversity. Likewise, the College strives to actively recruit and retain a widely diverse student body. Faculty and employees are encouraged to actively promote such diversity and such welcoming environments for all.

The College is also committed to creating and maintaining educational curricula that incorporate the values of a multicultural and diverse community and that reflect the pluralism of the United States and the whole world society. The College further seeks to ensure that student service and academic support services are sufficiently diverse to meet the needs of a multicultural student body.

Campus Safety Report

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," 20 U.S.C. § 1092 (f) [formerly known as the "Campus Security Act"], Fisher College publishes the Campus Safety Report which contains its basic security policies as well as campus crime statistics for three years. This report is available for review in the College Library, and copies are available from the Fisher College Police Department, upon request. The report is also posted on the College Web site.

Student Right-to-Know Act (SRTK)

Under the provisions of the Student Right-to-Know Act (34 CFR§668.41,66 8.45,668.48), Fisher College, upon request to the College Registrar's Office, will make available to current and prospective students the institutional graduation rate and transfer-out rate.

Immigration

Fisher College is approved by the Bureau of Citizenship and Immigration Services to enroll non-immigrant status students.

Veterans

SERVICEMEMBERS OPPORTUNITY COLLEGES

Fisher College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of more than 1800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Fisher College recognizes the unique nature of the military lifestyle and is committed to easing the transfer of relevant course credits, while crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the armed services, the Office of the Secretary of Defense, and a consortium of 12 leading national higher education associations.

Veterans Educational Assistance Program (VEAP)

Veterans and active duty military who qualify for Educational Assistance for Veterans (new GI bill), Chapters 106 and 30, or for the Educational Rehabilitation Program, Chapter 31, or for the VEAP Program, Chapter 32, may obtain information from the Office of the Registrar or Division of Continuing Education.

Reserve Officers' Training Corps (ROTC)

While at Fisher College, students wishing to participate in the U.S. Army ROTC may join students from at least six other colleges already enrolled at Boston University. The program is open to full-time students enrolled at the College. The Military Science courses are required of those students enrolled in the ROTC program, but may be taken by any student of the College.

U.S. Army ROTC offers a program designed to train future junior officers for leadership with instruction that complements a baccalaureate degree. Students interested in taking Army ROTC classes should contact the Registrar's Office on the main floor of 108 Beacon Street.

For information about ROTC scholarships, contact the Recruiting Officer in the Department of Military Science at 617-353-4025 or 4026 or by visiting 128 Bay State Road.

For general information regarding ROTC at Fisher College please contact Seth Woods, Assistant Director of Admissions at 617-236-8817.

Computer Policy

No student is allowed to use another user's password, ID, or account. Nor should any student attempt to capture or guess another user's password. Students should not access restricted files to which they have not been given official access, should not use e-mail to "spam" others, and should not release worms or viruses or other destructive code into the system. Students must obey local, state, and federal laws (copyright and other intellectual property laws), and must not use the College information system to pursue any personal business or use the name of Fisher College to suggest a College endorsement. Most importantly, the College information system must not be used to harass anyone or make repeated unwelcome contacts with others. Students must not display material that is explicitly sexual or offensive, which is inconsistent with the College Policies on Non Discrimination and Anti-Harassment.

By using the College's computers, students acknowledge agreement with the Computer Policy. For further details on the Computer Policy, please contact the Department of Information Services.

Students with Learning Disabilities

The mission of Student Disability Services at Fisher College is to ensure equal access to education opportunities for students with disabilities. We strive to create a positive learning environment in which students can grow and develop academically and personally. The services and supports that we provide are individually designed based on the specific, documented needs of each student under the guidelines of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

The Office of Student Disability Services is the central point where students request and obtain reasonable accommodations for their classrooms, courses, programs, and/or housing. We also assist with academic counseling, obtaining external accommodations, referrals to psychological and educational testing sites, and identification of self-awareness, responsibility, and self-advocacy skills necessary to succeed following graduation from Fisher College.

General Information

Students who have a documented disability such as Specific Learning Disability; ADHD; Psychiatric Diagnosis (i.e. Major Depression, Bi-Polar Disorder, Anxiety Disorder, Personality Disorder); Physical/Medical disability (i.e. mobility impairment, chronic illness, traumatic brain injury); or a Vision/ Hearing impairment may qualify to receive reasonable academic accommodations and services. We can also assist you with temporary disabilities, such as an injury or illness that is impacting your access to education.

If you suspect that you may have a disability that has not been diagnosed, this Office can serve as a resource by discussing your concerns with you and identifying the appropriate diagnostic services. Also, if you received any additional assistance through an Individualized Education Program (IEP) during your school career prior to entering Fisher College, you may be eligible for services.

Location

The Office of Student Disability Services is a component of Academic Affairs and is housed in the Academic Center for Enrichment, located in the basement level of 131-133 Beacon Street.

Contact

Amber Fulcher, MA, NCC, LMHC
Coordinator of Student Disability Services
Phone: (617) 670-4429
Fax: (617) 236-8869
E-mail: afulcher@fisher.edu

Hours of Operation

Monday-Friday 8am – 4pm
(August 15th – June 15th)

▼College Policies -- Day Division and Division of Continuing Education

Family Educational Rights and Privacy Act Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

   Students should submit to the Registrar, Provost, Campus Director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fisher College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

For the purpose of this Act, Fisher College defines all students as independent. A parent may be awarded the same rights as the student with regard to educational records and other confidential information only if:

a) the student signs a written consent to this effect, or

b) the parent supplies proof of dependency, as defined in section 152 of the Internal Revenue Code of 1954, which requires receipt of a certified copy of the parent's most recent Federal Income Tax Form.

The College does not release confidential information to outside parties without the student's written authorization except as required or permitted by law. Students must provide the College with a signed letter before any confidential information will be released. The following information should be included in the request:

- Name
- Address
- Date of birth
- Student ID or SSN
- Attendance dates
- Major
- Address to which information should be sent
- Signature

The following items, however, are considered "directory information" and may be released at the discretion of the College upon request.

- Name
- Address
- Telephone number
- E-mail address
- Dates of enrollment
- Academic major
- Full- or Part-time status
- Year of study
- Resident status
- Date of graduation or withdrawal
- Degrees, certificates or awards earned
- Participation in officially recognized sports or activities
- Most recent educational institution attended by the student
- Weight and height of members of athletic teams

Under the provisions of the Family Educational Rights and Privacy Act, currently enrolled students have the right to withhold disclosure of directory information, except as authorized by law. To withhold disclosure, students should submit written notification to the College Registrar or Campus Director within 30 days of the student's initial semester or term at Fisher, and thereafter by September 30 of each subsequent academic year.

Forms for this purpose are available in the Registrar's Office and at each campus of the Division of Continuing Education. A new form for non-disclosure must be completed each academic year. Fisher College assumes that failure by any student to request the withholding of directory information indicates approval for disclosure.

Class Attendance

Fisher College expects all students to attend regularly and promptly all lectures, laboratories, and other sessions of courses for which they are registered. It is the student's responsibility to add and drop classes from his or her academic schedule. Attendance and tardiness policies are clearly stated in the instructor's course outlines. Students are required to observe the attendance policy announced for the course. Instructors may request that students provide documentation for any absence before the student is allowed to make up missed work. Students should also be aware that poor attendance does have a significant effect on the quality of their work and their success in the course. Faculty members have the option of developing a policy concerning grade reduction. Any policy of this nature will be announced to the students during the first week of class and will be made available in writing.

Students who intend to drop a course should do so during the drop/add period. Students who do not drop or withdraw from a course through normal procedures may receive a grade of F for the course. In the event of an absence, arrangements shall be made with the instructor in advance for the make-up. The student is responsible for all material covered in the class(es) missed, all assignments due and new assignments issued, and all announcements made during the class(es).

In the Division of Continuing Education, instructors must notify the Campus Registrar if a student has been absent for four (4) class meetings or if a student has stopped attending classes at any time during the term. Fisher Online instructors must notify the online staff, if at any time, a student stops participating in an online course and fails to respond to the instructor's e-mails.

Students who are unable, because of their religious beliefs, to attend classes or to take examinations on a particular day, will be afforded the opportunity to make up work, provided it will not create an unreasonable burden upon

the College. No fees of any kind will be charged by the College for this accommodation and no adverse or prejudicial effects will result for students availing themselves of this policy.

Class Regulations

1. Instructors may exclude latecomers from their classes at their discretion. An exclusion is an absence.

2. Visitors are permitted in the classroom at the discretion of the instructor. Children are not permitted in the classroom.

3. After the Drop/Add Period, students are not permitted to transfer from one section to another without permission. "Split" attendance is not allowed.

4. Any student who misses a final exam because of illness must receive approval from the Provost or Campus Director to take a make-up exam at a time designated by the instructor. A student who misses the make-up exam will not be given further opportunity for a make-up exam. A fee of $25 may be charged for a make-up exam.

5. Any student who gives or receives help on a quiz or exam or is involved in unethical practices in fulfilling the required assignments of a course will receive an "F" for that exam or assignment. In accordance with specific circumstances as determined by the Provost or the Campus Director, further penalties may be imposed (See Academic Dishonesty Policy.)

Class Cancellations

Day Division - Cancellations are posted on the Academic Information bulletin board in the Mall by 8:45 a.m. If an instructor is absent, but no cancellation has been posted, students are to remain in class for 10 minutes. When classes are suspended due to inclement weather, announcements will be made on television and local radio stations by 6:30 a.m.

Continuing Education - If a Continuing Education class is canceled, a notice will be posted on the official bulletin board in the Division of Continuing Education offices by 5 p.m. If an instructor is absent but no class notice has been posted, students are to remain in class for 20 minutes. When classes are suspended due to inclement weather, announcements will be made on local radio stations by 3 p.m. for the evening classes and 8 a.m. for day classes.

Fire Safety (Main Campus Boston)

Fisher College properties are equipped with a modern, sophisticated fire and smoke alarm system. Fire drills are held regularly in the Residence Halls and classrooms to ensure the safety of students in case of emergency. All students must evacuate the premises each time the alarm sounds. Any student who does not is subject to a fine and/or dismissal from the College. Students are disciplined immediately if they activate an alarm or use the fire extinguisher unnecessarily. Anyone found to have intentionally set off a false alarm will be fined $500 (the cost of resetting the alarm), and may be suspended and/or dismissed from the College. The safety of all is our goal. (Please see the Student Guide and Code of Conduct for details.)

College Property

Fisher College takes pride in the fine buildings and equipment provided for its students at all locations and asks student cooperation in keeping the classrooms and equipment in excellent condition. Please report any noticed waste, damage, destruction or theft to College personnel. Additionally, anyone responsible for damage may be subject to disciplinary action and restitution.

Alcohol and Drug Policy

Attending class under the influence of alcohol is forbidden. Massachusetts state law prohibits the possession and consumption of alcoholic beverages by anyone under 21 years of age. At Fisher College, no students regardless of age may possess, consume, or transport alcohol onto the Fisher College campus. Students, as adults, are expected to obey the law and take personal responsibility for their conduct. Any student who uses alcohol will be held accountable for his or her behavior, including such acts as disorderly conduct, public disturbance, exposure of himself or herself or others to personal injury, and damage to property.

Under Massachusetts and federal laws, possession of dangerous drugs and narcotics, including marijuana, is regarded as a misdemeanor or felony. If a student has a problem with alcohol or drugs, the College will try to help, but will not interfere with the legal prosecution of any member of the community who is apprehended for possessing or using drugs.

Each student must be aware of his/her responsibility for upholding these laws. Infractions should be reported to the College administration. The College takes drug/alcohol abuse very seriously; therefore, any infraction makes a student liable to immediate dismissal from Fisher College.

The College reserves the right to examine any student's residence hall room, locker, or belongings if it has a reasonable belief that illegal or illicit activity is taking place. The College also reserves the right to dismiss immediately a student from Fisher College housing or from the College if there is any infraction of the Alcohol and Drug Policy.

Academic Dishonesty

Plagiarism

Plagiarism consists of passing off the words or ideas of another as one's own and is a serious form of academic dishonesty. The College expects that every assignment, such as essays, research papers, lab reports, oral presentations, and examinations, be the product of the student whose name appears on the work. Every assignment must credit the sources from which information is obtained. Students can and should consult their faculty when particular questions arise as to when and how to properly acknowledge the work of others within a student's own oral or written expression. Students found guilty of plagiarism subject themselves to severe academic sanction including dismissal from the College.

Cheating

Cheating is defined as the use of notes, slips, copying or other illegal means to give or receive answers during examinations. As with plagiarism, students found guilty of this form of academic dishonesty subject themselves to severe academic sanctions up to and including dismissal from the College. Additionally, re-using research papers for different courses is another form of cheating and will be subject to appropriate academic sanction.

▼Academic Information -- Day Division and Division of Continuing Education

EVALUATION OF STUDENT PERFORMANCE

The Day Division academic year is divided into two semesters, approximately 16 weeks. Grades are issued at the end of each semester and become a part of the student's permanent record. Final grades are available to students online through the "MyFisher" site. At mid-semester, students and their academic advisors are notified of their course grade (to that point), if they are then averaging a C or below.

The Division of Continuing Education's academic year is divided into six terms of approximately eight weeks. At the end of each term, grades are available to students online through the "MyFisher" site and become a permanent part of the student's academic record.

All credits awarded are semester hours of credit. Regardless of the length of the term, a standard number of contact hours is maintained.

Final written examinations or evaluations are required in each academic subject. Every student is required to complete successfully all course requirements including final examinations. Students late for exams are admitted at the discretion of the instructor; however, no extra time is allowed. Students enrolled through Fisher Online should refer to their individual course syllabi for exam requirements. The weight of the final exam grade to the student's overall average differs among departments. In no instance, however, may it count for more than one third of the final grade. Final exams and papers are retained by the instructors for a period of six weeks for student review and re-evaluation.

Grading System

Grade	Numerical Value	Grade Points
A	93-100	4.0
A-	90 -92	3.7
B+	87 -89	3.3
B	83 -86	3.0
B-	80 -82	2.7
C+	77 -79	2.3
C	73 -76	2.0
C-	70 -72	1.7
D+	67 -69	1.3
D	63 -66	1.0
D-	60 -62	0.7
F	0 -59	0

W	Withdrawal
WX	Administrative Withdrawal
INC	Incomplete

W	Withdrawal	Student withdrawal from course with permission before the last day of the withdrawal period. No credit.
WX	Administrative Withdrawal	Withdrawal by administration. No credit.
AU	Audit	Student fulfills course requirements except for examination. No credit equivalent and is not computed in the in the grade-point average.
INC	Incomplete	Given when a course requirement has not been met. Must be resolved within thirty days. (See policy on incomplete grades.)

Bachelor of Arts Degree Requirements

1. Earn the number of credit hours required for the degree program.

2. Earn at least 25% of the required credit hours in course work at Fisher College. This allows for the transfer acceptance of no more than 90 credits. No transfer credit is accepted for a grade below C-. Some specialized courses may require a higher minimum grade.

3. Take at least one-half of the program's required upper-level (300/400) courses at Fisher College. The program's designated capstone course must be taken at Fisher.

4. Take at least one-half of concentration-specific courses at Fisher College.

5. Meet the College's general or liberal arts distribution requirement outlined below:
   a) EN 101, EN 102, and EN 201.
   b) 12 credits in Humanities (including elementary-level foreign language.)
   c) 9 credits in Social Sciences.
   d) 3 credits in Math.
   e) 4 credits in a Lab Science.
   f) 3 credits in a math or science elective.

6. Achieve a minimum cumulative GPA of 2.0

7. Meet all program course requirements.

8. Complete the final 30 credits for the degree at Fisher College.

Note: A student who, after completing all of the requirements for a bachelor's degree, wishes to subsequently earn an additional bachelor's degree in a different program may do so by completing a minimum of 30 additional credits beyond the awarding of the first degree as well as meeting all program requirements for the additional major.

Bachelor of Science Degree Requirements

1. Earn the number of credit hours required for the degree program.

2. Earn at least 25% of the required credit hours in course work at Fisher College. This allows for the transfer acceptance of no more than 90 credits. No transfer credit is accepted for a grade below C-. Some specialized courses may require a higher minimum grade.

3. Take at least one-half of the program's required upper-level (300/400) courses at Fisher College. The program's designated capstone course must be taken at Fisher.

4. Take at least one-half of concentration-specific courses at Fisher College.

5. Meet the College's general or liberal arts distribution requirement outlined below:
   a) EN 101 and EN 102
   b) 9 credits in Humanities
   c) 15 credits in Social Sciences
   d) 6 credits in Math
   e) 4 credits in a Lab Science.

6. Achieve a minimum cumulative GPA of 2.0

7. Meet all program course requirements.

8. Complete the final 30 credits for the degree at Fisher College.

Note: A student who, after completing all of the requirements for a bachelor's degree, wishes to subsequently earn an additional bachelor's degree in a different program may do so by completing a minimum of 30 additional credits beyond the awarding of the first degree as well as meeting all program requirements for the additional major.

Associate Degree Requirements

1. Earn the number of credit hours required for the degree program.
2. Earn at least 50% of the required credit hours in course work at Fisher College. This allows for the transfer of no more than 30 credits. No transfer credit is accepted for a grade below C-. Some specialized courses may require a higher minimum grade.
3. Meet the College's general or liberal arts distribution requirement as outlined below:
   a) EN 101 and EN 102
   b) 6 credits in Humanities
   c) 6 credits in Social Sciences
   d) 3 credits in Math
   e) 3 credits in Math or Science
4. Achieve a minimum cumulative GPA of 2.0.
5. Meet all program course requirements.
6. Complete 24 of the final 30 credits for the degree at Fisher College.

Note: A student who, after completing all of the requirements for the associate's or bachelor's degree, wishes to subsequently earn an additional associate's degree in a different program may do so by completing a minimum of 15 additional credits beyond the awarding of the first degree as well as meeting all program requirements for the additional major.

Certificate Requirements

1. Earn the number of credit hours required for the certificate.
2. Earn at least 50% of the required credit hours in course work at Fisher College for certificates of 24 credit hours or more.
3. Earn at least 75% of the required credit hours in course work at Fisher College for certificates of fewer than 24 credit hours.
4. Achieve a minimum GPA of 1.8.
5. Meet all program requirements.
6. Complete 12 of the final 15 credits for the certificate at Fisher College for certificates of 24 credits hours or more.

Note: Students who wish to complete more than two certificate programs at Fisher must petition the Provost for approval.

Concentrations

A concentration within a baccalaureate major is a prescribed group of courses that provides emphasis on an area related to the major. Concentrations may be interdepartmental and follow these guidelines:

1. The concentration is made up of 4-6 courses.
2. Two courses within the concentration must be 300- or 400-level.
3. At least half of the courses must replace requirements in the major.
4. Internships and Senior Projects focusing on the area of the concentration may be counted as "replacement" courses noted above.

Elective Distributions

Each degree student must, within his or her program, meet minimum liberal arts distributions as outlined in the requirements for graduation either through course work at Fisher College or through transfer credit. The following list is provided so that students may clearly understand which courses may be used to satisfy the required elective types.

Computer Science: Any CS or MA321
Humanities: Any CM, EN (except EN001-EN102),
FA, FL, HU, PH, or WS102
Math/Science: CS103, CS205, CS206, any MA (except
any MA (except MA001-005, MA111-112), or any SC
Social Sciences: Any AN, EC, GE, GV, HI, HS, PS, or SO

Please consult the College or Campus Registrar as to which electives are required for your program and which electives may be offered in a given term or semester.

Internships

The primary purpose of an internship is to provide a student with practical experience in a work setting which relates to and enhances the theoretical experience of the classroom. The internship is a learning experience; therefore, it is directed by a qualified faculty member, and the student receives academic credit as well as a grade for completing the experience. Eligibility requirements for internships are program specific. For details, please review the internship course description for the particular program of interest.

Academic Honors

Honor Society -- A Chapter of Phi Theta Kappa, the national honor society for American two-year colleges, was established at Fisher College in 1965 with the chapter name Nu Omega. To be eligible to join the society, the following criteria must be met:

A Continuing Education degree student is eligible for invitation to Phi Theta Kappa at one of two points in his or her academic program if the cumulative GPA is a minimum of 3.5:

a) having earned 24 semester hours through course work at Fisher within 12 months of the original date of matriculation, or
b) having earned 45 semester hours through course work at Fisher within 36 months of the original date of matriculation.
c) The student must receive no failing grades.
d) The student must be of good moral character and possess recognized qualities of citizenship.

A Day Division degree student is eligible for invitation to Phi Theta Kappa if he or she meet the following academic requirements:

a) a 3.5 cumulative GPA after 12 earned Fisher credits;
b) a 3.4 cumulative GPA after 24 earned Fisher credits;
c) a 3.3 cumulative GPA after 36 earned Fisher credits;
d) The student must receive no failing grades.
e) The student must be of good moral character and possess recognized qualities of citizenship.

In order for an inducted student to maintain membership in Phi Theta Kappa, the final GPA at graduation must be 3.3 or above.

Dean's List—The Dean's List is the official recognition by the College of a student's excellent academic performance. Only degree students are eligible for this recognition.

To be named to the Dean's List in the Day Division, students must earn at least 12 college-level, grade-point-bearing credits in that semester through course work at Fisher within the Day Division; achieve a minimum semester grade-point average of 3.3; and also have no failing grades within that semester.

Students in the Division of Continuing Education may qualify for the Dean's List as follows:

At the point of earning a total of 15, 30, 45, 60, 75, 90, 105, 120 college-level, grade-point-bearing credits through course work at Fisher, Dean's List candidates must:

1. Achieve a minimum cumulative grade-point average of 3.3

2. Have no failing grades within that 15-credit time period

Graduation Honors—Only degree students are eligible to graduate with honors. To qualify for honors at graduation, a student must achieve a final cumulative grade-point average at the time of program completion in the following ranges:

3.75-4.0 Highest Honors

3.5-3.74 High Honors

3.3-3.49 Honors

Every graduating class shall have one valedictorian who:

- Holds the highest cumulative GPA at the end of the seventh semester
- Has completed at least 64 credits of course work at Fisher College
- Will have completed baccalaureate degree requirements by the graduation date

Honors Program (Day only)

"A journey of a thousand miles begins with one step."

Chinese Proverb
Lao-tzu

Mission and Goals

The Fisher College Honors Program invites a select community of students on a Journey of Excellence.

These students will be provided enhanced opportunities to explore the interfaces among their area of professional study and the social sciences and

humanities; to gain the sensitivity to project and to test the moral and social implications of their future professional judgments and activities; and to foster respect for self and others in preparation for full and productive lives.

The philosophy of the Honors Program is that well-educated individuals should seize the opportunity to take the knowledge they have gained in their educational settings and experiences and apply it to the betterment of the communities from which they come and to those in which they plan to serve.

LEARNING OUTCOMES

Students will:

- Demonstrate personal growth in their thinking, values, development, knowledge, and interactions with others.
- Articulate the value of social and civic involvement and actively participate in community service.
- Gather, analyze, interpret, and express ideas and information. Build and refine decision-making skills within a context of moral and social responsibility.

Admission Requirements and Timetable

Freshman Admission

- High school GPA of 3.0 or better in academic course work
- Minimum ACT composite of 22 or SAT of 1030 and a 500 in critical reading
- Two letters of reference from high school teachers, officials, or non-related individuals (Principal, Assistant Principal, Counselor, or someone who can speak to the applicant's academic abilities)
- Submit one entrance essay
- An interview with representatives of the Honors Committee or a member of the Honors Committee is recommended

Second Semester Freshman Admission

- Submit an application
- Have a cumulative GPA of 3.0
- Provide two letters of recommendation from faculty members
- Submit one entrance essay
- Complete a minimum of 12 credits

(This is the last point of entry for associate degree students.)

Sophomore Admission (Continuing/Transfer students)

- Submit an application
- Have a cumulative GPA of at least 3.0
- Provide two letters of recommendation from faculty members
- Submit one entrance essay
- Complete a minimum of 24 credits

(Students who begin in January may apply for admission at the end of their sophomore year.)

Junior Admission (Rising Juniors)

- Submit an application
- Have a cumulative GPA of at least 3.0
- Provide two letters of recommendation from faculty members
- Submit one entrance essay
- Complete at least 48 credits, but no more than 60 credits

Other Criteria

Only full time Day Division students are eligible to apply to the Four-Year Honors Experience.

Applications Process for Students Currently Enrolled

- Candidates who seek fall admission should submit their application materials no later than May 15th
- Candidates who seek spring admission should submit their application materials no later than December 15th
- All materials should be submitted to the Director of the Honors Program

Applicant Essay Questions

1) Describe an experience with an organization or community group of which you have been a member and explain how you contributed to that entity.

2) Members of your Fisher College class will be faced with many challenges on a local, national, and international level in the years ahead. In your opinion, what is the greatest challenge that your generation will face, and what ideas do you have for dealing with this concern?

3) Identify one of your career goals, examine how or why you came to decide on this goal, and discuss how you believe that your work at Fisher College will prepare you to achieve this purpose.

Curriculum

First Year (Fall): Honors EN 101, IS 150 First-Year Honors Colloquium

First Year (Spring): Honors EN 102 (Students beginning the program at this point must take an additional course for Honors Designation)

Second Year (Fall): Minimum of one course for Honors Designation (student may be required to take two)

Second Year (Spring): IS 200 Honors Colloquium

Third Year (Fall): Social Sciences Elective (300- or 400-level). Course specifically designed for and taken by all honor students

Third Year (Spring): Math or Science course (for Honors Designation)

Fourth Year (Fall): Humanities (300- or 400-level) with thesis. Course specifically designed for and taken by all honor students)

- A 20-hour community service component, approved by and under the direction of the Honors Program Director, will be required of four-year honor students. These students will complete five hours of community service during each semester of their junior and senior years. Also, a paper in which students reflect on their community service, detailing what they have learned, will be required.
- The fourth-year Humanities course will incorporate a thesis, and a Convocation will be planned allowing students to highlight their accomplishments. The Convocation will be in December.

Probationary Status & Dismissal

Honors Probationary Status:

a) Administrative withdrawal from a course; or
b) Failure to meet the GPA of 3.0; or
c) Placement on academic probation; or
d) More than one consecutive semester of honors probationary status will result in dismissal from the Honors Program.

Fisher College Honor Society (Day only)

The Fisher College Honor Society is open to all baccalaureate degree students who have demonstrated academic excellence and taken an active role in the Fisher College community.

Criteria for acceptance to the society are:

- Minimum of 60 credits completed toward their bachelor's degree (this means 50% of the required courses are completed and no more than 62 credits remain to be taken.)
- Minimum of 12 credits must be earned at Fisher College (transfers are accepted but they must have completed at least one semester at Fisher College.)
- Minimum of 3.3 cumulative GPA
- Participation in a campus club, activity or sport
- Good institutional standing (students on academic probation or disciplinary status are not eligible.)

Definition of Full-Time Status

Day Division -- Day School students are considered full time when enrolled in 12 or more semester hours of credit in any given semester. Students who wish to take more than five courses in a semester must have written permission from the Office of the Provost, but in no instance may a semester course load exceed six courses.

Continuing Education -- In the Division of Continuing Education, full-time status is defined as enrollment in two courses (6 credits) per 8-week term. Students wishing to take more than two courses per term must receive permission from the Campus Director.

Completion of English and Mathematics

A. Completing English and Math in a Timely Manner

Students must pass EN 101, EN 102, and MA 106 (or a higher level of math) before completing 45 college credits towards their degrees. If a student fails

to do so, he/she may be subject to academic dismissal.

B. Completing Developmental Courses in a Timely Manner

Students who are enrolled in a developmental course should be able to repeat the course only once. They need to complete developmental work before completing 30 college credits. Failure to do so may result in academic dismissal.

SATISFACTORY ACADEMIC PROGRESS

Fisher College students must be making satisfactory academic progress in order to maintain good academic standing. Satisfactory progress is evaluated by the College's Academic Review Committee; twice annually for Day School students, once at the end of each academic semester and for Continuing Education and Distance Education students three times annually, once after the completion of the September/November terms, once after the January/March terms, and once after the May/July terms. Academic progress is evaluated using both qualitative and quantitative standards.

A student's qualitative progress will be measured by his or her cumulative grade-point average according to the following table. In addition to maintaining satisfactory progress qualitatively as measured by cumulative grade-point averages, the student is evaluated quantitatively, and he or she is required to successfully complete at least 67% of the credits attempted by the end of one day school semester or two DCE terms.

Standard for Baccalaureate Degree Candidates

Qualitative		Quantitative
Total Attempted Credits	Minimum Term GPA*	Percentage Completed**
1-26	1.8	67%
27-59	1.9	67%
60 +	2.0	67%

Standard for Associate Degree Candidates

Qualitative		Quantitative
Total Attempted Credits	Minimum Term GPA*	Percentage Completed**
1-15	1.8	67%
16-29	1.9	67%
30 +	2.0	67%

* A student who earns less than a 1.0 grade-point average after the first semester is subject to academic dismissal or suspension without a probationary period.

** Percentage of completed credits compared to attempted credits.

Note: A Continuing Education student will not be evaluated until he or she has attempted at least 12 credits at Fisher College.

— INC, W, WX, P and F grades will be included in the determination of completion rate. Courses in which a grade of P is received will be counted as successfully completed. Courses in which grades of INC, W, WX, or F are received will be counted as not successfully completed. When a student is given a final grade for a course that was previously considered incomplete, GPA and rate of completion will be recalculated. An incomplete grade, upon conversion to a letter grade in accordance with the College's policy for Incomplete Grades will be credited toward the semester or term in which it originated.

— For the purpose of establishing Satisfactory Academic Progress, transferred credits from another institution will be calculated as both credits attempted and credits earned.

— Audited courses are not considered in determining a student's academic progress.

— Repeated courses, subject to Fisher College policy, will be counted as attempted but not earned credits.

The Academic Day and DCE Review Committees regularly review each student's progress. Day School students not meeting the minimum satisfactory academic progress requirements may be placed on probation for a period of one semester. Continuing & Distance Education students not meeting the minimum satisfactory academic progress requirements may be placed on probation for a period not to exceed two terms. At the completion of each probationary semester/terms, the student's progress will be reviewed. If the student is still not meeting the minimum satisfactory academic progress requirements by the end of the maximum allowed probationary period, he or she will be subject to academic dismissal.

In addition, students may receive a notice of concern or a show-cause letter. A notice of concern indicates that although the student is making satisfactory academic progress, the Academic Review Committee is concerned about his or her performance thus far. A show-cause letter invites the student to "show-cause" or demonstrate why he or she should not be dismissed or suspended.

A student on academic probation will be expected to adhere to specific terms and conditions outlined in an individual probation contract or Academic Success Plan. Terms may include, but are not limited to, a 12-credit hour load (Day School), a 3-credit hour load (DCE), weekly monitoring meetings, attendance in the Academic Center for Enrichment, limited ability to take online or continuing education courses, and strict monitoring of attendance. A student on academic probation may be dismissed at any time during the semester/term should he or she not meet the terms of the probation agreement.

In unusual cases, exceptions to the satisfactory academic progress standards may be waived if mitigating circumstances prevented the student from meeting the standards. Examples of such circumstances would include illness of the student, death or illness of a family member, or other special circumstances. Day students may submit requests for exceptions to the Satisfactory Academic Progress standards, in writing, to the Associate Dean for Academic Affairs. Continuing Education students may submit requests for exceptions to the Satisfactory Academic Progress standards, in writing, to either their Campus Director and/or Vice President of Continuing and Distance Education. The request must outline the specific reason for the appeal and should include any supporting documentation. Determination of whether the appeal will be approved will be made by the Associate Dean of Academic Affairs. Appeals, when granted, are good for a single semester/term only.

Dismissed and probationary students should refer to the Financial Aid section for the policy on financial aid eligibility.

Grade-Point Average

The grade-point average is calculated by dividing the total number of points earned at Fisher College by the total number of credits completed at Fisher.

Registration

Day Division—Official registration occurs at the beginning of each semester. In order to be eligible for registration, students must have met their previous financial obligation to the College, must have a complete immunization record on file with the Health Clinic, and all Library obligations must be met. A late registration fee of $25 may be charged to anyone who does not officially register at the scheduled times. A pre-registration is scheduled in the fall and spring of each year for returning students for advance course selection. Students may be blocked from pre-registration if there are any outstanding obligations to the College.

Continuing Education—Students are encouraged to pre-register for classes. A registration form must be completed and all tuition must be paid, or payment arrangements made, before a student can begin attending classes.

Divisional Cross-Registration

In order to provide greater convenience and flexibility in selecting courses, Fisher College Day Division students are entitled to concurrently add one additional course per semester either through the Division of Continuing & Distance Education or through Fisher Online. This one course per semester entitlement is not cumulative and must be exercised during the semester in which he or she is a full-time student. All students must seek pre-approval from the Office of the Provost.

In some cases students enrolled in the Division of Continuing & Distance Education may benefit from taking a Day Division course. Approval of the Campus Director and the Provost is required.

Drop/Add Period

After a student has registered for courses for any given semester or term, course changes may be made up to the close of the Drop/Add Period as specified in the Academic Calendar for each Division of the College. All changes must be made officially in writing to the College Registrar or to the Campus Registrar. No change in courses may be made after the Drop/Add Period except with the written approval of the Associate Dean for Academic Affairs.

Transfer Credit

Once a student has matriculated at Fisher College, any course taken at another institution for transfer to Fisher College must be approved in advance through the Office of the Provost. Evaluation of transfer credit is done only after receipt of an official transcript from the college at which the credit was earned. It is the student's responsibility to make sure that an official transcript is sent to Fisher College for evaluation. In addition, upon a change of major, a student may request a re-evaluation of transfer credit. Transfer credit cannot exceed 30 credits for an associate's degree and 90 credits for a bachelor's degree, and no transfer credit is accepted for any grade below C-. Some specialized courses may require a higher grade. In general, undergraduate credits never expire; however, science and technology courses older than 5 years may not be accepted. Credit earned outside of Fisher College may be used to meet graduation requirements, but will not affect the cumulative grade-point average. Advanced Placement (AP) tests and College Level Examination Program (CLEP) tests are also accepted for credit based on the minimum score recommended by the American Council on Education. The Registrar's Office has more detailed information regarding credit by examination. For VA eligible students, a transfer credit evaluation will be conducted prior to attending the first class session. Credit will be granted for prior education, if applicable, with the program shortened proportionately and the U.S. Department of Veterans Affairs notified accordingly.

Credit by Examination

Any student accepted by Fisher College may be awarded credits toward his or her degree or certificate by demonstrating his or her knowledge and competency through the nationally recognized College Level Examination Program (CLEP) or Advanced Placement (AP) examinations. Credit will not be awarded if equivalent coursework has been completed either prior to, or

later than the examination. It is the student's responsibility to arrange to take the examination at any of the national testing centers and to provide Fisher College official documentation of their scores. Credit by examination will be awarded based on the recommendations from the American Council on Education (ACE). Please note that credits awarded through examination are categorized as "transfer" and are, therefore, subject to transfer credit policies outlined in this catalog. For more information regarding minimum scores required and potential amount of credits to be awarded, please contact the Office of the Registrar.

The College also recognizes that there are many different credit-by-examination programs available throughout the country. Credit may be awarded for other programs if the exam is recognized by the American Council on Education, and the Council has published recommendations for the awarding of credit. The College Registrar and Campus Registrars maintain a list of available examinations and their Fisher College equivalencies.

Placement Testing

To enable the College to offer instruction appropriate to students' entry-level abilities, placement testing in English and mathematics is conducted for entering students. Test scores are kept confidential and are only used by the College to recommend suitable courses to students.

Waivers/Substitutions

In certain courses, students are eligible to take an exam which, if passed, can result in waiver of the course. No course credit is awarded for a waived course. Waiver exams are given at the beginning of each semester.

Students interested in having a required course waived should contact the Program Director or Division Chair for information regarding the petition to waiver. When a waiver is granted, a course at an equal or higher level in the same or a related discipline will be required in its place.

Any petition to waive academic requirements or regulations must be made in writing and submitted to the Faculty Advisor or Campus Director along with the "Petition for Academic Waiver of Requirements/Regulations" form. The petition needs to be signed by the student, Faculty Advisor or Campus Director, and Program Director and submitted to the Associate Dean for Academic Affairs for approval.

Auditing Courses

Auditing is allowed on a space-available basis and only with the permission of the Provost, or the Campus Director, and the Instructor. Students who audit a course register in the usual manner for the course, pay the specified charges, and are expected to fulfill all course requirements with the exception of exams. Students may receive a grade of AU and will not receive credit. No change from audit to credit, or credit to audit, is allowed after the Drop/Add Period.

Course Withdrawal

All students are expected to remain in, and complete, all courses in which they are enrolled once the Drop/Add Period has ended.

Day Division students may withdraw from a 15-week semester course after the Drop/Add Period ends through eleven weeks (approximately 3/4 of the semester) and the withdrawal grade will not affect their grade-point average.

Division of Continuing Education students may withdraw from a 7- or 8-week term through approximately 1½ weeks before the term ends and the withdrawal grade will not affect their grade-point average.

The last days to withdraw from a course will be published each year in the academic calendar.

No voluntary "W" will be issued after the dates mentioned above. Students registered in courses on those dates will have to remain in the course until the conclusion of the exam period and receive an earned grade from the instructor.

A student is not officially withdrawn from a course until the Office of the Registrar has received and processed an official course withdrawal form signed by the student and the student's instructor or Campus Director. It is the student's responsibility to secure these signatures and to submit the course withdrawal form to the Office of the Registrar.

Independent Study

Independent Study refers to a course developed for an individual student to advance his/her study in a specific area of interest for which no approved course exists. The course would require curriculum committee approval.

Eligibility:

Day division – Bachelor Degree students
- Students in a Bachelor Degree program must have completed a minimum of 90 college-level credit hours
- Student must have a minimum cumulative GPA of 3.3

Directed Study

Directed Study refers to an existing, curriculum committee-approved course that is administered on an individual basis to a student under rare and specific circumstances. The instructor will provide the same support system as expected in the traditional Day, DCE, or Online venue.

Eligibility:
Day Division – Bachelor or Associate Degree students
- Student may have no more than 7 remaining courses
- The course is not being offered in the remaining full-time semester, or the next two Boston DCE/Online terms
- Applicable to required courses only
- Course waiver is not an option
- Minimum GPA of 2.3 required
- A student's eligibility to take a directed study may be influenced by previous unsuccessful attempts to complete that course

DCE/Online – Bachelor or Associate Degree students
- Student may have no more than 2 remaining courses
- The course is not being offered in the remaining two DCE/Online terms
- Applicable to required courses only
- Course waiver is not an option
- Minimum GPA of 2.3 required
- A student's eligibility to take a directed study may be influenced by previous unsuccessful attempts to complete that course

Course Failure

Any student who fails a required course must make arrangements with the Provost or Campus Director to repeat and pass the course before a degree or certificate can be awarded. If an elective course is failed, the credits must be made up either by retaking that course or by taking a substitute elective course.

Incomplete Grades

Rarely, for extenuating circumstances such as illness or accident, a student cannot complete all course work on time. In such cases, the student can request from the Provost or Campus Director that an Incomplete (INC) be granted. If the request is approved, the student, the faculty member, and the Registrar will be notified of that decision in writing.

It is the student's responsibility to make arrangements with the faculty member to complete all course work and to submit it to him or her within 30 days of the end of the term in which it was granted. At the end of the 30-day period, if the course work has been submitted, the instructor will submit to the Registrar or Campus Director a Grade Change report with the received grade. If not, the Incomplete is converted to an "F" grade and duly recorded on the student's transcript.

Grade Changes

Student requests for grade changes must be made directly to the specific faculty member teaching the course. All grade changes must be made in writing by the faculty member and approved by the Associate Dean for Academic Affairs.

Grade Review

If serious questions arise as to the determination of a final course grade, the student must first reference the syllabus for the course and discuss the matter directly with the faculty member. If no solution is found, a written request for a review should be made to the Provost. The request for a review of a semester grade must address the process followed in calculating the final grade and not the instructor's evaluation of the student's work. The following process must be adhered to:

1. A written request for a review of a semester grade must be sent to the Provost no later than 30 days after the date semester grades become available to students online at MyFisher. The student also sends a copy of this request to the faculty member and the Division Chair.

2. The instructor shall forward the following to the Provost:
    a. A copy of the course syllabus outlining assignments, tests, and examinations, along with their respective percentage weights, used for the final grade calculation.

b. The student's grades for all tests and assignments.
c. A demonstration of the calculations by which the final grade was determined.

After reviewing the information from the faculty member, the Provost will notify the student of the review decision. The decision is final.

Repeating a Course

Courses in which a C+ or lower grade has been earned can be repeated at the normal tuition rate. The following conditions apply:

1. The repeated course must be identical to the original and must be taken at one of the campuses of Fisher College.

2. Both the original and repeated grades will appear on the transcript. The repeated grade, whether higher or lower, is used to determine the cumulative grade-point average.

3. Veterans Administration educational benefits are not available for students repeating a course previously passed with a grade of "D" or better. Students receiving other types of financial aid should contact the Financial Aid Office or Campus Director for entitlement.

Declaration of Major

All degree- or certificate-seeking students must declare a major before or at the completion of 15 semester hours. However, a student must declare a major to be eligible for financial assistance.

Change of Major

A student may change his or her major only after consulting with and submitting written notification to the Provost or Campus Director. If the student has previously received transfer credits, he or she may request a re-evaluation of credits awarded based upon the newly declared major.

Transcript Requests

The Office of the Registrar maintains a transcript for each student. This document is a cumulative academic record of all course work taken at, and accepted by, Fisher College. Official copies of the transcript may be obtained

from the Registrar's Office, provided a written request is submitted containing the student's signature. Should a student wish to pick up a copy personally, minimum advance notice of 24 hours is requested for processing. A fee of $10 is charged for each copy of a student's transcript. A fee of $15 is charged for transcripts processed in less than a 24-hour period.

Division of Continuing Education students should contact their Campus Registrar to process a transcript request.

Commencement

Day Division—All graduating seniors are expected to attend Commencement exercises, unless arrangements to receive the diploma in absentia are made in advance with the Office of the Registrar. Graduation fees are not included in the Comprehensive Fee, submitted with tuition.

Day Division students who do not meet all requirements to earn a diploma or certificate at graduation may be allowed to participate in the ceremony provided degree students are within two course requirements of completion and have a minimum GPA of 1.96. Certificate students must be within one course requirement of completion and have a minimum GPA of 1.78.

Division of Continuing Education (DCE)—Every student completing a degree or certificate will be invited to participate in the College's graduation ceremony. A graduation fee is charged to all eligible students to cover the cost of the diploma, degree audit, and cap and gown (whether or not a student attends the ceremony).

DCE students who do not meet all requirements to earn a diploma or certificate at graduation may be allowed to participate in the ceremony provided they are enrolled in their final course(s) during the May term and have a minimum GPA of 1.96 for degree students or of 1.78 for certificate students.

Accessibility of Programs and Services

Fisher College is committed to ensuring equal access to programs and services for students with disabilities. We strive to create a positive learning environment in which students can grow and develop academically and personally. The services and supports that we provide are individually designed based on the specific, documented needs of each student under the guidelines of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Withdrawal from the College

Student wishing to withdraw from the College must submit a written notice of withdrawal to the Provost or their Campus Director. The withdrawal date is the last date the student attends class.

Re-Enrollment Following Voluntary Withdrawal from the College

In general, students may re-enroll after a voluntary withdrawal as long as they are in good academic and financial standing with the College. Day Division students should contact the Office of the Registrar several weeks before the beginning of the semester in which they wish to re-enroll. Continuing Education students should contact the Campus Director. Students are subject to the College policies and program requirements in effect at the time of their re-enrollment.

Re-Enrollment Following Academic Dismissal

A student academically dismissed from the College cannot attend any branch or Division of Fisher College.

Under certain circumstances, a student who has been academically dismissed may petition for re-enrollment to the Provost. Students petitioning for re-enrollment into an academic program must present evidence of ability and willingness to meet the College's standards of academic performance (for example, proof of successfully completed course work or an employer's recommendation). All requests for re-admission will be given careful consideration. Re-admitted students may not be eligible for financial aid. Students re-enrolled are subject to the College policies and program requirements in effect at the time of their re-enrollment.

Leave of Absence

During your time at Fisher College, you may have a medical, psychological or personal situation that impacts your ability to successfully complete your studies. In these situations you may apply for a leave of absence. A leave of absence will result in withdrawal from current semester classes but not withdrawal from the College. You can remain in this status for up to 2 years (4 consecutive day school semesters or 8 consecutive DCE/Online terms). To apply for a leave of absence you must contact the Associate Dean of Academic Affairs to obtain complete instructions. When ready to return you must once again contact the Associate Dean of Academic Affairs to file the return request form and provide appropriate documentation to establish your ability to return to the College.

Short-Term Medical Leave

If a student misses more than the permissible absences due to a documented medical condition, the student is required to contact each faculty member to discuss his or her status in the course. The student's status and ability to complete the course will be determined by each instructor. If the student is not able to complete the semester, he or she can apply for a leave of absence.

General Academic Information

The College reserves the right to:

- cancel a course for inadequate enrollment;
- remove a required course from any degree program or substitute another in its place;
- dismiss at any time students whose health, behavior, or academic performance indicates that they are unable or unwilling to conduct themselves in a manner acceptable to the College.

Neither the College nor any of its officers shall be under any liability whatsoever for such dismissal.

Library

The vision of the Fisher College Library is to serve as a gateway to information resources, creating an environment in which members of the Fisher College community can learn to access and use information in a constantly changing, technologically driven world.

> ...Fisher College has endeavored to create a learning environment that fosters the intellectual growth of its students, promotes respect for self and others, and seeks to develop inherent capacities of each student to prepare for a full, satisfying and productive professional and cultural life.
>
> Graduates of Fisher College are expected to be informed decision makers, prepared for immediate career entry or further higher education, and able to demonstrate an understanding of and appreciation for the values of all cultures. (Excerpted from the College Mission.)

The Library embraces the College Mission by providing resources designed to support the curriculum, to promote intellectual curiosity and cultural appreciation, and to engage students, faculty and staff in the teaching/ learning process. In support of the College-Wide Learning Outcomes, the Library educates the College community in the use of print and electronic resources informally on a daily basis, and formally through its library instruction program, in order to engender in them the skills necessary for lifelong learning, as well as personal and professional development.

The Fisher College Library provides learning resources designed to support the curriculum and to promote independent research. The College Library holds resources in a variety of formats including: books, periodicals, electronic media, videotapes, DVDs, and slides. Students, faculty, and staff have access to online databases on-campus as well as remotely. The College Library features Horizon, our integrated online catalog. Since 1994, Fisher College has been a member of NELINET (New England Library Network), and the Library participates in a regional/national system of interlibrary loan. Fisher College joined the Metro-Boston Library Network (MBLN) in December 2005. This network comprised of academic and public libraries, including the Boston Public Library, provides all members of the Fisher College community access to millions of library items that may be requested electronically. The MBLN provides daily pick-ups and deliveries from and to Fisher College. The Library is staffed by professional librarians who provide an atmosphere conducive to learning, research, and personal and professional development.

The College Library is open during the following hours:

Monday-Thursday	8 a.m. -10 p.m.
Friday	8 a.m. - 4 p.m.
Saturday	12 noon - 8 p.m.
Sunday	2 p.m. - 10 p.m.

Hours are subject to change and may vary during the summer, College vacations, and holidays.

Library hours are extended until 11 p.m. during examination periods.

Library materials must be checked out from the College Library at the Reference Desk. Students, faculty, and staff are responsible for all items that are loaned to them.

All library resources that are available to Day Division students are also available to students enrolled in the Division of Continuing Education. Each DCE campus is equipped with computers, through which students may search the holdings of the Fisher College Library. A Reference Room provides for students, faculty, and staff a place to study, to do research, and to access the Internet, the online periodical databases, and Horizon, our integrated online catalog. Requests for items may be made by students directly to the College Library or through the staff at the DCE campus. Students of Fisher College are also encouraged to explore local libraries for additional and supplemental resources. For students in the Day Division, the Boston Public Library is easily accessible.

Any student who does not return library items that he or she has checked out, who owes excessive fines, or who willfully damages or destroys library materials, may not be permitted to register for classes, have transcripts sent, or receive grades or a degree.

Up-to-date library information is available at http://www.fisher.edu/library. Librarians may be contacted at library@fisher.edu.

ESL Courses

English as a Second Language courses are available at Fisher College through The Language Company and Study Group. Course level is determined by examining both TOEFL scores and Fisher College placement tests.

▼Financial Aid -- Day Division and Division of Continuing & Distance Education

Fisher College provides financial aid from a variety of federal, state and institutional sources. Financial aid consists of grants, loans, scholarships and employment which is awarded based on financial need. Financial need is determined through the Free Application for Federal Student Aid (FAFSA) which must be filed each year. In order to be eligible, a student must meet all of the following criteria:

1. be accepted and enrolled in an eligible degree or certificate program;
2. be a US Citizen or eligible non-citizen;
3. a) have a high school diploma or its recognized equivalent;
   b) Massachusetts residents must pass the MCAS or a federally approved Ability to Benefit Test to qualify for federal or state financial aid;
4. maintain satisfactory academic progress;
5. have a valid social security number;
6. be enrolled on at least a half-time basis if applying for a student loan, and in at least 3 credits for a Federal Pell Grant, depending on financial need;
7. satisfy the Selective Service registration requirements.

APPLICATION PROCESS

To receive federal, state or institutional aid, students must complete and submit the Free Application for Federal Student Aid (FAFSA). The College recommends that students file their FAFSA before March 15th each year. To qualify for campus-based federal aid and state-based aid, students need to file their FAFSA before April 1st. Institutional aid is available at the discretion of the Board of Trustees.

New Day Division students must be formally accepted to the College before a financial aid file is created. Student eligibility to receive federal and state financial aid is determined based upon information provided on the Institutional Student Information Report (ISIR). Institutional aid is determined based upon the ISIR, academic credentials, and place of residence. If selected, new students must submit verification documents prior to matriculation.

Returning Day Division students must update their FAFSA information annually, and submit required verification documents prior to being awarded. Student eligibility to receive federal and state financial aid is determined

based upon the ISIR, the program of study, Fisher College academic information, and place of residence.

HOW NEED IS DETERMINED

Eligibility for financial aid is based upon the cost of attendance for the student enrolled at Fisher College and the contribution that is expected from the family as determined by the FAFSA calculation.

The total cost of attendance is an estimate of all expenses the student normally incurs during the academic year. Tuition, room and board or living expenses, books and supplies, meal plans, transportation expenses, and personal expenses are all factored into the cost of attendance budget.

The family contribution portion consists of the total resources that can be reasonably expected from parents and students. The family contribution is determined through a needs analysis of the information provided on the FAFSA and calculated using the US Department of Education's formula:

Cost of Attendance - Family Contribution = Need

The types and amounts of aid vary depending on the resources available through the College, eligibility requirements of individual federal programs, and resources available in relation to receipt of the FAFSA. Students are eligible for financial aid up to the amount of their need. Awards are determined based on the EFC (Expected Family Contribution) as documented on the ISIR.

An award package may be a combination of aid sources based on need, state of residence, and credits earned. Aid is distributed once each term to the student's institutional account upon completion of the verification process.

Federal loans are generally credited to the students' accounts within three days of verification of eligibility. Students are required to participate in loan-entrance and loan-exit interview counseling. Students will receive notification of counseling requirements from the Office of Financial Aid.

FEDERAL FINANCIAL AID SOURCES

All aid sources are available to both divisions unless otherwise noted.

Federal Pell Grant

The Pell Grant provides funds to students who demonstrate a high level of

need. This entitlement program ranges from $400 to $4,050 per year for low-income students.

Federal Supplemental Educational Opportunity Grant (SEOG)

These federal funds are awarded to students with exceptional financial need. SEOG funds are awarded to the neediest Pell Grant recipients on a funds available basis.

Federal Perkins Loan Program (Day Division only)

The Perkins Loan is a low-interest, long-term loan offered to students with exceptional financial need. The interest rate is 5%, with repayment beginning nine months after the student ceases to be enrolled. Additional terms and conditions of the loan will be provided upon disbursement or upon request.

Federal College Work Study (Day Division only)

This federal need-based program provides students the opportunity to work both on and off campus. This award is paid directly to students on a biweekly basis for hours worked. Hourly pay rates may differ depending upon the type of employment, but may not be less than the Massachusetts minimum hourly wage. The terms and conditions of placement will be explained prior to employment. Please note that unlike other aid programs. Federal College Work Study is not used in the calculation of a student bill.

Federal Subsidized Stafford Loan Program

This federal, need-based, guaranteed low-interest loan is available through participating banks. The variable interest charge for new borrowers will be paid to the bank by the federal government while students are in school and during a six-month grace period after leaving school. This loan is based on financial need. Award amounts vary depending on student eligibility. Students must be enrolled at least half-time in an eligible program. Repayment begins six months after the student ceases to be en rolled at least half-time, with a minimum monthly payment of $50 for up to ten years. Additional terms and conditions of the loan will be provided upon disbursement or upon request.

Federal Unsubsidized Stafford Loan Program

This need-based federally guaranteed loan is available to "independent" students to help meet costs of education. This program is identical to the

Federal Subsidized Stafford Loan except that the interest is not subsidized by thefederal government. Interest will accrue while the student is enrolled in school. The student may defer the interest and principal until repayment begins; pay the accrued interest while in school, deferring only the principal; or begin repayment of principal and interest immediately. Additional terms and conditions of the loan will be provided upon disbursement or upon request. Federal PLUS Loan Program PLUS Loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half-time. The yearly limit on the PLUS Loan is equal to the cost of attendance minus any other financial aid received.

ALTERNATIVE LOAN PROGRAM

These programs are not based upon financial need. Eligibility is primarily determined by credit rating and debt-to-income ratio. Before pursuing any supplemental loans, students and families are encouraged to explore available federal, state, private, and College financial assistance.

STATE FINANCIAL ASSISTANCE

All State assistance is available to both divisions unless otherwise noted.

MASSGrant

Full-time residents of Massachusetts* may be eligible to receive funds up to $2,400 per academic year. In order to apply for these funds, you must complete the FAFSA and list Fisher College as the first choice on question 104 of the Free Application for Federal Student Aid. The MASSGrant application deadline is May 1st of each year.

*A Massachusetts resident is only considered for state assistance when the student (and parents, for dependent students) has resided in the Commonwealth of Massachusetts twelve months prior to the beginning of the term or semester.

MASS Part-Time Grant

Part-time residents of Massachusetts are eligible to receive funds under this Grant. In order to apply for these funds, the FAFSA must be answered completely. The MASSGrant application deadline is May 1st of each year.

Gilbert Grants (Day Division only)

The Gilbert Grant is awarded to students with need by Fisher College for Massachusetts residents attending full time (12 credits or more). Awards range from $200-$2,500 based on need.

Other State Scholarships

The states of Connecticut, Maine, New Hampshire, Pennsylvania, Rhode Island, and Vermont allow residents to use their state scholarship funds at colleges in Massachusetts. In order to apply for these funds, students must list Fisher College as the first choice on the FAFSA. For information on application deadlines or other eligibility requirements, students are encouraged to contact their guidance counselor or the Office of Financial Aid.

INSTITUTIONAL SCHOLARSHIPS

Fisher College awards first-year, non-transfer Day Division students a scholarship or award on the basis of their academic achievement in high school. The scholarships and awards listed below are based on students' high school grade point average (GPA) and SAT or ACT scores. These scholarships and awards, which are not based on financial need, are renewable each year provided that the student remains in good academic standing. All students eligible to file the Free Application for Federal Student Aid (FAFSA) application are automatically eligible for these scholarships and awards.

Presidential Scholarship ($6,000 per year)

Achievement Scholarship ($4,000 per year)

Opportunity Award ($2,500 per year)

Charles River Award ($2,000 per year)

Fisher Trustee Scholarship (Day and DCE Divisions)

Each year the Board of Trustees allocates institutional funds to assist students with financial need. Fisher Trustee Scholarship awards are used primarily to supplement aid from federal and state sources. Funds are awarded based on the expected family contribution (EFC), academic profile and place of residence. These funds are limited. Fisher College encourages students to apply early (as soon after January 1st as possible) each year. Students may receive only one merit-based scholarship. Students may request a copy of the awarding policy at any time.

Fisher Merit Scholarship

Fisher College awards Day Division entering freshmen each year a scholarship on the basis of academic and personal achievement in high school and a high school GPA of 3.0 or higher. Students are selected for this award based on a careful consideration of both their individual scholastic achievement, as well as their overall contribution to their high school and community. The Fisher Merit Scholarship, which is not based upon financial need, is renewable each year provided that the student maintains a 3.0 grade-point average. (However, students are not eligible if they did not receive a scholarship award during the freshman year.)

A DCE Merit Scholarship is also available for $100 per course for qualifying students in the Division of Continuing Education (DCE).

Fisher Honors Program Scholarship (Day Division only)

The Honors Program Scholarship is awarded to those students accepted into Fisher College's Honors Program. The Fisher Honors Program Scholarship is renewable each year, as long as the student remains in good standing with the Honors Program.

Academic Improvement Scholarship (Day Division only)

Fisher College awards the Academic Improvement Scholarship upon request to sophomores, juniors, and seniors who have shown continuous academic improvement at Fisher College. The amount of this Scholarship is determined by the Director of Financial Aid based upon documented unmet need. Sophomores may be granted this award if their cumulative grade-point average at the end of their first year exceeds their cumulative high school grade-point average as calculated by the Office of Admissions at time of original acceptance to the College. Juniors may be granted this award if their cumulative grade-point average at the end of their sophomore year exceeds their GPA at the end of their first year. Seniors may be granted this award if their cumulative GPA at the end of their junior year exceeds their GPA at the end of their sophomore year.

Eligibility for this award is determined once a year at the end of the spring term. Comparative GPAs are calculated once a year at the end of the spring term. Students must maintain full-time status and must complete one full year of academic work before this scholarship may be applied.

DECA Scholarship

Students participating in articulated DECA curriculums may be eligible for a $1,000 renewable scholarship. Please contact the Dean of Admissions for more information.

Dollars for Scholars

Fisher College participates in the Massachusetts Dollars for Scholars program. For more information, please refer to the Dollars for Scholars' Web site at http://www.scholarshipamerica.org.

SATISFACTORY ACADEMIC PROGRESS RELATED TO FINANCIAL AID

Federal regulations require the College to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Fisher College students who wish to be considered for financial aid must maintain satisfactory academic progress in their selected course of study as set forth in this policy. Please note that satisfactory academic progress for financial aid purposes is distinct from the College's Academic Progress Guidelines.

Institutional Policy

The Office of Financial Aid evaluates student academic progress at the end of each semester for students in the Day Division. Students in the Division of Continuing Education are evaluated at the end of each term. Students are evaluated on the basis of grade-point average (GPA), credit hour completion (incremental progress), and maximum time frame limitation (degree completion).

A. Degree Granting Programs

1. Quantitative
    a) The maximum time frame allowable to complete a program will be no more than 150% of the published length of the program (measured in total credits attempted, including transfer credits).
    b) A minimum of 67% of courses attempted must be completed each academic year. Courses attempted include withdrawals, incompletes and repeats.

2. Qualitative
    a) A cumulative grade-point average (GPA) of 1.8 must be maintained for the first 30 credits attempted.
    b) A cumulative GPA of 1.9 must be maintained for 31-45 attempted credits.
    c) A cumulative GPA of 2.0 must be maintained for attempted credits greater than 45.

B. Certificate Programs

1. Quantitative
    a) The maximum time frame allowable to complete a program will be no more than 150% of the published length of the program (measured in total credits attempted, including transfer credits).
    b) A minimum of 67% of courses attempted must be completed each academic year. Courses attempted include withdrawals, incompletes, and repeats.
2. Qualitative
    a) A cumulative GPA of 2.0 must be achieved for each academic term.

Institutional Procedures

Students are notified of the Satisfactory Academic Progress (SAP) Policy in the Fisher College Academic Catalog.

A. Probation

The first time a student fails to meet the SAP standards listed above, he or she receives a notice from the Office of Financial Aid and is placed on financial aid probation for one academic term. The student will not lose his or her financial aid eligibility during the period of probation.

B. Loss of Eligibility

If the student does not meet the SAP standards at the end of the probationary term, the student loses eligibility for any subsequent financial aid payments, until he or she once again meets the SAP standards. This includes both federal and institutional aid. Financial assistance cannot be provided retroactively for the term during which the student regains eligibility.

Appeal Process

Any student who has been denied financial aid due to failure to meet one or more of the SAP standards as defined above may appeal to the Office of Financial Aid by completing the SAP Appeal Form.

In some cases, a student's failure to remain in compliance with one or more SAP standards is due to events totally beyond the student's control. Mitigating circumstances that are outlined on the Appeal Form can be documented to provide the basis for the SAP appeal.

The appeal will be reviewed, and a decision rendered, by the Satisfactory Academic Progress Committee. This Committee is comprised of members of the financial aid staff. The College reserves the right to consult any authorized individuals within the College who may be in a position to provide further information or who can otherwise corroborate the student's circumstances. The appeal process will result in one of two decisions: Appeal Approved or Appeal Denied.

A. Appeal Approved

If the appeal is approved, financial aid will be reinstated and the student will have one additional probationary term in which to meet all SAP standards. If at the end of the additional probationary term the student does not meet all SAP requirements, the student will lose all financial aid eligibility until such time as they are met. No additional appeal may be submitted. (If the student regains eligibility and then in the future once again fails to meet the SAP standards, another appeal may be submitted at that time).

A student may be on Financial Aid probation for a maximum of two consecutive semesters or terms for a single appeal.

B. Appeal Denied

If the appeal is denied, financial assistance will be suspended until such time as the student meets all SAP progress requirements as stated above.

Notification

The Director will notify a student whose aid status is, or might in the future be, affected by his or her academic progress.

A. "Start Probation" Letter

This letter notifies the student that he or she has fallen below the Fisher College SAP standards and is being placed on Financial Aid Probation for the next academic term.

B. "Continued Probation" Letter

This letter notifies a student that he or she is still below the Fisher College academic standards and their probation will continue for one more academic term.

C. "Loss of Eligibility" (Suspension) Letter

This letter notifies the student that he or she has not regained eligibility during the probationary period and will no longer receive any financial aid beginning with the next academic term and continuing until he or she meets SAP standards.

D. Removal of Probationary or Suspension Status

This letter notifies the student that he or she regained eligibility for financial aid, either after a period of probation or suspension, because he or she has met the SAP standards.

E. Appeal Approved or Appeal Denied

Students who file an appeal as described above will be notified of the outcome of that appeal.

FINANCIAL AID REFUND POLICY

The College is required to return financial aid funds to the federal and state governments for financial aid recipients enrolled in eligible programs who withdraw before completion of at least 60% of the semester or term. After the 60% point, a student has earned 100% of the program funds and those funds will be applied in full to the student's account.

Order of Return of Student Financial Aid Program Funds

Funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans.
- Perkins loans
- Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of fund is required.
- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required.
- Other assistance under this Title for which a return of funds is required.

Students who withdraw before the 60% point in the semester or term are responsible for the balance created by the return of funds to the Department of Education. The balance must be settled prior to leaving the College.

Institutional aid is refunded based upon the student's withdrawal date, and it is based upon the Refund Schedule outlined on page 78.

▼Day Division

APPLICATION PROCEDURES

Fisher College actively seeks students from diverse backgrounds who have demonstrated the potential to graduate from Fisher College. Each application file is reviewed on an individual basis, and all submitted materials are taken into consideration.

Application review for the fall semester begins in November of the previous year, and application review for the spring semester begins in September of the previous year.

Application credentials are reviewed regularly. Accepted students will be notified on a rolling basis. Students who may not meet admissions requirements will be notified after Fisher College has received all relevant information necessary to make a sound admissions decision.

Requirements:

1. A completed application form (available online).
2. A $50 application fee (there is no application fee for domestic students who apply online).
3. Official transcripts from all the high schools and colleges attended (copies cannot be accepted).
4. If you have completed a GED in lieu of high school, please forward official test scores.
5. Home-schooled students should contact the admissions office to discuss admissions requirements.
6. The admissions office reserves the right to request additional information to determine admissions eligibility.
7. If you would like to inquire about specific accommodation upon enrollment, please contact the Office of Student Disability Services.

Prior to initial matriculation, a final official high school transcript indicating your date of graduation, must be sent to the College.

Mail all materials to:

Dean of Admissions
Fisher College
118 Beacon Street
Boston, MA 02116

The College is open for tours and appointments Monday through Friday and Saturdays by appointment.

Office of Admissions contact information:

Telephone: (617) 236-8818
Fax: (617) 236-5473
E-mail: admissions@fisher.edu
Web site: www.fisher.edu

ENROLLMENT PROCEDURES

Massachusetts law requires that students submit the following records prior to course enrollment:

1. Final official high school transcript confirming date of graduation
2. Complete health and immunization records, and
3. Proof of health insurance (See page 77 for further explanation)

Fisher College requires that all students fulfill their financial obligations prior to the start of classes.

INTERNATIONAL APPLICATION PROCEDURES

We recommend that international students apply via the online application found in the International Student section of our Web site. International students intending to enroll in the spring semester must complete their applications by December 1st. Applicants for the fall semester must have their applications complete by July 1st.

Once the application has been forwarded to Fisher College, the following documents must be submitted as soon as possible:

1. A final official transcript must be sent directly from your high school. Photocopies of transcripts are not acceptable. Transcripts must be translated into English. If you are not able to provide an official, translated transcript, we recommend that you utilize the services of the Center for Educational Documentation to provide Fisher College with appropriate documentation. The web site for the Center for Educational Documentation is www.cedevaluations.com.

2. Official results from the Test Of English as a Foreign Language (TOEFL) Students scoring between 450-499 on the paper-based TOEFL or its equivalent may be required to take English as a Second Language classes. Students who score at or above 500, on the paper-based TOEFL or its

equivalent may be able to take college-level courses at the discretion of the English as a Second Language Program advisor — based upon Placement Exam scores. (The school code for Fisher College is 3391.) International students whose primary language of instruction is Englsih are not required to submit TOEFL scores.

3. A notarized, current bank statement verifying that the student has a minimum of $40,000 U.S. dollars in a cash account available for his or her use. If the bank account is not in the student's name, then a notarized letter of support should accompany the notarized bank statement from the holder of the account. Most consulates around the world require the applicant to prove that he or she is able to pay for his or her entire program of study.

4. Official college transcripts and release form -- If you intend to transfer from another college/university, you will need to forward official transcripts from that college as well as written course descriptions. In addition, transfer students must submit a transfer release form and a copy of their I-20 from each American college or university previously attended.

5. Maintaining F-1 Student Status -- As an International student, you are responsible for maintaining your legal immigration status. It is ultimately your responsibility to make sure you stay "in status" throughout your time at Fisher College and in the U.S.

To remain in status, an F-1 student must:

- Be enrolled in a full course of study;
- Maintain good academic standing at all times;
- Maintain a valid passport; and
- Contact the Dean of Admissions if there are any significant changes in his or her program, address, graduation date, or source of financial support.

Students who fall out of status by violating the terms of the F-1 visa must apply to the Bureau of Citizenship and Immigration Services (BCIS) for re-instatement.

STUDENT SERVICES

From the first contact with the College, and continuing past graduation, Fisher College offers assistance in many areas, including career, academic, disability, residential, personal, and health counseling.

Academic Decisions: Academic Advising and Career Counseling

There are a range of resources at Fisher College that you use when making decisions about your future. An advisor will be assigned to work with each student. Advisors and the Director of Career Services are faculty and staff members who are prepared to assist in making academic and career decisions. For example, a student may need to:

- Navigate the transition to college;
- Participate in self-assessment to ensure proper major and degree;
- Learn about job and internship opportunities;
- Begin the career-readiness journey;
- Explore and clarify your career goals;
- Confirm your choice of a major;
- Monitor your academic progress;
- Decide how many courses to take given your other commitments; and
- Map out your schedule of courses for a semester or the entire degree program.

Students need to play an active role in their own academic experience. We encourage all students to:

- Know requirements for their academic program;
- Seek advice on a regular basis;
- Monitor their academic progress and participate in enrichment experiences; and
- Begin career discussions early with an advisor and the Director of Career Services.

Academic Center for Enrichment (ACE)

In ACE, students may access many services to enrich their academic experience at Fisher College. ACE is located on the ground level of 131-133 Beacon Street. The professional tutoring program is designed to assist students in assessing their strengths and weaknesses, and developing the study skills necessary to be successful in their classes. If combined with effective and independent studying, practice with math problems, reading and writing, tutoring can increase both learning and academic performance. ACE employs professional tutors. They have experience challenging and supporting students who may be struggling, as well as students who want to earn better grades. Students have the option to meet with a tutor regularly

to increase learning, or to study occasionally with a tutor to solve a perplexing problem. About studying, only one thing is certain: the more time and energy a student puts into studying, with and without a tutor, the better academic outcomes will become.

Faculty and staff members at Fisher College are dedicated to student learning and academic achievement. The College's Coordinator of Student Disability Services assists students with documented disabilities with meeting their academic goals.

Career Services

The Office of Career Services at Fisher College works with students in their career planning and job search efforts. A wide range of services, resources, and educational opportunities exist to support students during this process.

Fisher College's Director of Career Services is a supportive partner who works with students to:

- Help discover strengths, abilities, and new passions;
- Set proactive goals;
- Prepare students for the world of work including: resume writing, cover letter writing, interviewing skills and more;
- Determine what kind of work would be most satisfying and design a plan to achieve goals;
- Understand the relationship between academic experiences, internships, and career choices; and
- Assist in the transition from college to professional life.

The Office of Career Services offers:

- Assistance with finding part-time and full-time job opportunities and internships;
- Instructions on how to use Fisher College's electronic recruiting tool.
- Help with drafting resumes, cover letter and other career tools;
- Workshops on career-readiness topics;
- Mock interviews;
- Advice on how to dress for success; and
- Opportunities to meet industry, experts to further explore career goals/ areas of interest.

College Computer Labs

The College has three computer labs and classrooms located throughout the campus. One lab is conveniently located in the library and is often used for library instruction. In total, there are 86 computers on campus for student use. All machines have Internet access, Office 2007, and printing capabilities.

Students are required to have a valid Fisher College identification card number to be able to log on to the computers and to practice ethical use of the equipment. Current hardware and software configurations allow students to take advantage of the technology that will be useful in their studies and future work environments. Labs are used for formal teaching and individual learning assignments.

Wireless Computer Connection

Wireless computer connection is available in the 3rd Floor Library, cafe/ auditorium, the Trustees' Reading Room, and the Academic Center for Enrichment (ACE).

Study Abroad

To enhance the student experience and to encourage students to expand their global awareness, Fisher College offers a variety of short-term and semester-long study abroad programs. Most of the program options occur during the summer months, allowing all students an opportunity to participate without adversely affecting progress in completing their academic programs. Study abroad opportunities are offered in France, Austria, Italy, Australia, Ireland, Scotland, England and Spain. All programs are offered in English. Students must be in good standing at the College in order to participate.

Tutoring

The Academic Center for Enrichment (ACE) is staffed with 15-20 professional tutors who have earned their master's degrees or have professional experience in the areas in which they tutor. They assist students with all aspects of the learning process including organizational and study skills. They are also experienced with identifying the root of students' academic difficulties and giving students the tools that they need to become independent learners. Students are encouraged to make appointments with tutors, and some take advantage of the service by making weekly appointments with the same tutor, developing a sound relationship throughout the semester.

Tutoring appointments are available Monday through Thursday 9 a.m. to 7 p.m., Friday 9 a.m. to 2 p.m.; and Sunday 4 p.m. to 7 p.m.

DIVISION OF STUDENT LIFE

The Division of Student Life believes in the holistic development of the individual student. It recognizes that while students are here to pursue an academic curriculum and receive a degree, a full education of the individual is only possible when what one learns in the classroom is experienced in direct or indirect ways outside the classroom; vice-versa, the experiences that a student has outside the classroom strengthens his or her ability to fully understand the academic material. Our purpose, therefore, is to create an environment in which our students will be able to explore and advance their intellectual, social, physical, emotional, ethical, and cultural facets that make them integrated individuals. We believe in their talent and that, through engaged service on our part and responsible, active leadership on their part, we can learn and grow in a mutually beneficial relationship.

In order to help students fully actualize their potential, the Division offers the following services:

Personal and Mental Health Counseling

A trained, licensed social worker is on campus full-time to meet with students. The College Counselor offers free, limited, individual and group counseling to all full-time Fisher College students. Strict confidence is maintained between the student and Counselor, unless permission is obtained from the student to discuss the matter with others who may be able to assist. Additionally, in situations of life endangerment or abuse (of the student or someone else), the Counselor is required to report the information to the Dean of Students, preferably with a release from the student. The Dean of Students will then share that information with pertinent individuals, preferably after a conversation with the student.

Appointments are made through the Counseling Center. Cases that require long-term therapy, medication, or serious intervention are typically referred out to mental health specialists. The student must pay for all referred services. Therefore, we strongly recommend that all students have appropriate mental health and substance abuse coverage through their insurance. Emergency services are available 24 hours a day through local hospitals. In case of an emergency, students should contact their Resident Director or Campus Police. Students are responsible for the cost of ambulance services.

The Counseling Center is dedicated to providing high quality mental health care. The Counseling Center offers prevention-oriented psychological services to a diverse population in collaborating with other professionals working to promote health and safety. Any concern of a student is regarded as important and is treated with respect.

The atmosphere of the Counseling Center is one that is welcoming and comfortable for all students regardless of race, gender, ethnic background, age, sexual orientation, religion, citizenship or disability. The services at the Counseling Center are strictly confidential in keeping with state laws. There are some exceptions to confidentiality when a student is suicidal, homicidal or unable to care for themselves. These are only shared in specific circumstances to protect the health and safety of the students or others. Any issues causing a student concern are appropriate to discuss in the Counseling Center. Students needing psychiatric medications can be referred to local psychiatrists in the area.

The Counseling Center offers individual counseling, on-going treatment, crisis counseling, and referrals to off campus psychiatrists and specialists to all full time day students. Additionally, support groups for grief, relationships, communications, alcohol and other drugs are offered in accordance with student needs. A licensed social worker, licensed counselor, and wellness counselor are available to meet with students daily during regular office hours and have evening hours several times a week. A board certified psychiatrist supervises the staff and is available for consultation in acute cases. Emergency services are available 24 hours a day through local hospitals.

The Counseling Center is located on the 3rd floor of Building 116. The center can be reached at (617) 236-8894 or (617) 236-8881.

Athletics

Fisher College is a member of the Sunrise Conference of the National Athletics Intercollegiate Association (NAIA). Six varsity sports are offered: men's and women's soccer, men's and women's basketball, men's baseball and women's softball. All students are welcome and encouraged to try out for any sport.

Health Clinic

The Health Clinic provides care for all Day Division students. The staff is prepared to answer questions, to offer advice, to provide treatment, and to make referrals when necessary. The nurse is available daily from 9 a.m. – 4 p.m. and the doctor is available during posted hours. The Health Clinic is only open September – May when day classes are in session.

The Health Clinic requires that all students have a physical examination and that their immunization records be complete prior to entry. Massachusetts state law requires that all students have the following completed immunizations: MMR (2-shot series), Tetanus & Diphtheria booster (within the last 10 years) and Hepatitis B (3-shot series). In addition, the Massachusetts Department of Public Health requires a meningitis vaccination for all first-year residential students. The health form, completed by a professional, must be returned to the Health Office by August 1st or January 2nd prior to the first term of enrollment. Any changes or updates (e.g., immunizations, physical exams, injuries, etc.) to a student's medical record done outside the Clinic should be submitted to the Fisher Health Office to update the student's record here. Before graduating, students should request a copy of their records to take with them upon departure. Such requests take approximately 1 week, so please plan ahead. Remember that the medical records are kept for a few years and then destroyed so all students should obtain copies of their immunizations prior to leaving.

Insurance Coverage — All Day Division students enrolled in 9 or more credits (full-time) and working towards a degree or certificate program are required to participate in a health insurance policy that meets the Quality Students Health Insurance Program (QSHIP) standards as required by the state of Massachusetts. Details of these requirements can be found by searching for "QSHIP" at the Massachusetts state Web site (www.mass.gov). The College is required by the state to offer a health insurance policy that meets the QSHIP standards. All full-time Day Division students must purchase the plan through the College unless they have a comparable health insurance plan. The College does not accept International or out-of-state HMO plans. Any student who wishes to waive participation in the student health insurance plan and the associated fees must submit a Waiver Request Form along with proof of insurance by August 1st of each year (or upon re-enrollment in a full-time program). Proof of insurance requires completely filling out all parts of the Waiver Request Form and submitting a copy of the front and back of the insurance card from the student's current health insurance plan. Submitting a waiver form does not guarantee acceptance of your insurance as

comparable or waiver from participation in the student health insurance plan through the school. Failure to fully complete the waiver form and submit copies of insurance cards will result in denial of the waiver request. Waiver Request Forms are available through the Fisher College Health Center Web site.

The student health insurance plan offered through the College provides 12-month coverage beginning at the end of August each year. Every student who purchases the plan will receive from the student health insurance company a brochure explaining coverage and membership cards for the enrollment period. Copies of the plan brochure will also be available in the Health Center or by contacting the student health insurance company directly. This policy does not give unlimited coverage; some limits do apply. Please review the policy carefully and contact the insurance company's customer service department with any questions. Students may wish to carry additional coverage.

Continuing Education students are not considered full-time students unless they enroll in 9 or more credits from September through December or from January through May. Continuing Education students are therefore exempt from the health insurance waiver process. Continuing Education students are, however, eligible to enroll in the student health insurance plan, offered through the College at the beginning of any academic semester (September and January) by completing a student health insurance enrollment form. Enrollment forms are available through the Fisher College Health Center Web site.

College Bookstore

College Bookstore facilities are located in the Mall of 116 Beacon Street. Books and supplies are available, as well as Fisher T-shirts, sweatshirts, notebooks, and souvenirs. Keep in mind that books and supplies are not included in the College tuition or comprehensive fee. The College Bookstore is open from 9 a.m. to 4 p.m. on weekdays.

Dining Room

The Dining Room is located off the Mall at 116 Beacon Street. The Dining Room is available to all students, faculty, and staff. Residential students are required to purchase a meal plan and are a part of their residence hall charges. The meal plan allows for flexibility and allows the student to control the food items he or she wants to purchase.

All residential students are entitled to eat in our Dining room. The Dining Room serves three meals per weekday and two meals on weekends and and holidays. Identification cards are necessary for admittance. Non-resident students may purchase a meal plan or purchase individual meals. Students who require special diets should contact the Aramark Dining Manager at (617) 424-9094 to discuss the possibilities of providing suitable meals. The Dining Room is open continuously; however, hot meals are served as indicated below.

Dining Room Hours

Monday-Thursday	7:30 a.m. - 7 p.m.
Friday	7:30 a.m. - 6:30 p.m.
Saturday and Sunday	10 a.m. - 6 p.m.

Identification Cards

In order to ensure the safety of the College community and to ensure that only College-affiliated individuals or those on official business with the College are allowed access, each student is given a picture ID card upon entering Fisher College. This ID should be carried with the student at all times. The ID allows a student to gain access to the College and to use its facilities, including the Fisher Dining Hall and the Library. All students must, when asked by any College personnel, provide identification.

Failure to do so may result in denial of entry to the College and its facilities, and might result in disciplinary action for the student. ID cards also functions as meal cards for students who have purchased a meal plan. ID cards are non-transferable. If a student loses his or her ID card, he or she should inform Campus Police immediately and ask for a replacement card. If you have a dining plan, please inform both Campus Police and the Food Service Director, so that the lost card can be de-activated. If it occurs after business hours, he or she should contact the Food Service Director during the next business day. There is a $25 replacement charge for lost ID cards.

RESIDENTIAL LIFE

Residence Halls

Fisher College has four Residence Halls — Carty Hall (131/133), Edmund Florence Hall (112/114/116), Robert Smith Hall (104/106), and Sarah Mortimer Hall (102)—each housing 50 to 70 students.

The College reserves the right to deny residence privileges to any student who has been convicted of a felony or misdemeanor, who has failed to pay his/her bill, who has failed to provide an appropriate health record, or who has been found liable in an official College Disciplinary Hearing.

Resident Directors and Resident Assistants

Every residence hall has a Resident Director, whose function is to help the students develop and maintain a positive environment. He or she is aided in this task by Resident Assistants, who coordinate the activities of the residence hall and work with the Resident Director in achieving the collective goals of the hall.

Fisher College Police Department

The Campus Police are committed to enhancing the quality of life of the College community. The Department operates 24 hours a day, seven days a week, and provides security and protection to students, employees, and visitors in and around campus.

Student Guide and Code of Conduct

The Student Guide and Code of Conduct (commonly known as the "Student Handbook") is distributed to all students upon arrival. It provides detailed information regarding Residence Halls at Fisher, facts for commuters, and additional information about College policies. Students are responsible for the information in the Student Guide. Ignorance of this information does not excuse a student from being held accountable for violations of policies contained therein.

COMMUTING LIFE

Students living off campus must file a local home address with the Registrar's Office upon arrival at the College and should notify the Registrar's Office if this information changes during the course of their stay at Fisher College.

Commuting students are an integral part of Fisher College's student life. All student activities, events, services, organizations, and clubs are open to commuters. The Division of Student Life strongly encourages commuters to actively participate in College activities and to make good use of all the services provided (e.g. counseling, health services, etc.)

Day Division

Commuters should be aware of the following:

Transportation

Fisher College is easily accessible by public transportation. We are located near the Arlington Street T-stop.

Student parking is not available on College property. However, Beacon Street and the surrounding areas do have metered parking on the street. Two large parking garages are within walking distance.

Mailboxes

Each commuter student is issued a Campus Mailbox located in the Mall area. Announcements, updates and official correspondence from the College are put in the mailboxes and e-mailed to all students at their Fisher College e-mail addresses. Combinations for mailboxes are available at the Office of Housing and Residential Life (617) 236-8828.

Lockers

Lockers are obtained from the College Bookstore in the Mall. There is a fee to rent a locker for the academic year. At the close of the academic year, students will receive a refund if they return the locker key (and lock, where applicable) is returned to the Bookstore. There is a charge for lost keys. Please contact the Bookstore for current fees.

FINANCIAL INFORMATION

The charges for tuition, room and board, and the comprehensive fee are due in payments on August 1st for the fall semester and January 1st for the spring semester. The comprehensive fee is for all students. It includes laboratory fees, computer fees, course overload, student activities subsidies. It does not include graduation fees, the cost of books and supplies, or health insurance.

Financial aid awards will be disbursed in two equal payments and will be applied to the September and January bills. College Work Study earnings will be disbursed directly to the student through payroll.

The Board of Trustees reserves the right to adjust charges in accordance with changing costs of operation. Payment must be made before registration for classes. A student whose payments are in arrears may not be allowed to

attend classes, to remain in Residence Halls, to use any College services, to take examinations, to participate in graduation, to have transcripts sent, or to receive grades or a degree. In addition, the College may assess late fees for payments not received on time to the extent allowable by law and place student accounts with a third party collections agency or attorney if the balance remains delinquent and unpaid.

For the most up-to-date information on required expenses and payment schedules, please visit the College Web site at www.fisher.edu.

Health Insurance

Students enrolled on a full-time basis in the College's Day School will be charged a health insurance fee for the College's health insurance plan, which provides coverage from August of the current academic year until August of the following year. The Commonwealth of Massachusetts and the College require that all full-time students carry health care coverage that is accepted by local health care providers. The plan is also available to part-time and Division of Continuing Education students. Every student who purchases the plan receives a brochure explaining the coverage. Copies are available in the Health Clinic or by calling the insurance company's toll-free number and must be filled out properly and submitted to the insurance agent within 30 days after the first day of treatment. Failure to do so may lead to the denial of the claim by the insurance company. This policy does not give unlimited coverage. The student may wish to carry additional coverage.

Continuing Education students enrolled in a degree or certificate program must participate in the student health insurance plan if they are enrolled in 9 credits or more between September through December, or January through May. Continuing Education student are responsible for paying the annual insurance premium. Please refer to our Web site for details.

Students may apply to waive the health insurance plan by providing: (1) a current Massachusetts-based health insurance program I.D. card (no out-of-state HMOs accepted) and (2) a completed Waiver Form. Waiver Forms are available online through the Fisher College Web site as well as in the Bursar's Office. This policy is subject to change based on Massachusetts State Law.

Tuition Refund Plan

Fisher College takes the cost of higher education seriously. As such, we have specific concerns for the student who suffers a serious injury, accident, or illness which forces withdrawal from the institution prior to the completion of the semester. In many instances, this translates to a significant financial loss.

As a result, Fisher offers a Tuition Refund Plan, developed specifically to meet the needs of Fisher College students in helping to minimize the financial hardship of just such an occurrence. This elective insurance plan provides coverage to full-time Day Division students for tuition, room and board charges, and the comprehensive fee.

A.W.G. Dewar, Inc. offers this Plan at a cost of $170 per semester for resident students and $110 per semester for commuters, which includes the College's administrative fee. The Plan does not cover any other miscellaneous fees or charges, and is not available to part-time or Division of Continuing Education students.

This Plan extends and enhances Fisher College's existing refund policy. In the event of medical withdrawal, the student is assured of up to a 100% refund (60% for psychological/emotional withdrawal) of covered expenses, even after the College's policy has expired.

To facilitate enrollment in the program, eligible students will be automatically billed for the premium cost. If a student elects to waive this coverage, they must complete the tuition-insurance waiver and return it to the Fisher College Bursar's Office. This waiver must be received by the Bursar's Office prior to the first day of classes.

Refund Schedule

Students who terminate enrollment, including voluntary withdrawal, illness, suspension or dismissal, may be eligible for a refund. Students with financial aid awards, however, may also owe a balance repayment of federal and state grants and loans (see "Financial Aid Refund Policy" hereafter).

If a student is entitled to a refund, refunds will be determined based on the Refund Schedule. Financial Aid may be applied to all or part of the charges depending upon the date of withdrawal during the semester. The withdrawal date is the date that the notice in writing is received by the Provost. Please refer to our Web site for details about withdrawal and refund policies.

Withdrawal From College	
Prior to the first day of class	100%
Withdrawal within the first week, until that Sunday	80%
Withdrawal within the second week, until that Sunday	60%
Withdrawal within the third week, until that Sunday	40%
Withdrawal within the fourth, until that Sunday	20%
Withdrawal beginning the fifth week	0%

*Percentage of semester charges excludes the initial deposit of acceptance, resident hall damage deposit, resident hall activity fee, and additional double or single room charge.

Refund Requests

For students that have received Federal or State financial aid, including, but not limited to, Stafford Loans, PLUS Loans, Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants, a refund request cannot be processed until the student has completed at least 60% of the semester for which this aid was granted, and the aid has been received by the College. Please refer to the section entitled "Financial Aid Refund Policy."

Should a Day School student's account carry a credit balance as a result of funds being received and the student having completed all required documentation from the Financial Aid and Bursar offices, the student may be entitled to request a refund. Day School students are limited to a maximum of two (2) refunds per semester from the College. Refund request sheets may be obtained through the College Bursar's office or the local DCE campus.

1. All personal and bank checks must clear Fisher College's bank account prior to submitting requests. This can take from 7 to 10 business days, depending on your bank. The refund request process will begin in the 6th week of each semester or term.

2. Students must have a credit on their account before a refund can be issued. All aid (i.e. scholarships, grants, and loans) for the semester or term must be applied to the account.

3. Various departments will review the request along with the account history before it is submitted. The review process will take A MINIMUM OF 2 WEEKS to be reviewed after it is received by the Bursar's Office.
4. Students who have selected to pick up their check from the Main Campus will be contacted when the check is available for pick up.

Student Accounts Placed with a Collection Agency

It is the policy of the College to work with the student and his or her parents to resolve an outstanding balance on a student account. If a student account remains delinquent, the College Bursar may place the student account with a third party collection agency or attorney. The outstanding balance of the student account and all costs and fees associated with the collections effort will be due and payable by the student. Students placed with a third party collections agency or attorney may not be allowed to enroll in College courses, attend classes, take examinations, receive grades or transcripts, live in campus housing, and participate in College activities or sports.

▼Division of Continuing Education

Fisher's Division of Continuing Education was established in January 1975. Recognizing the rapidly changing needs of business, Fisher has developed Bachelor of Science & Bachelor of Art degrees, Associate of Science and Associate of Arts degree programs, and certificate programs to help men and women improve their occupational skills and prepare for positions of increased responsibility and stature. Today, Fisher offers programs at various locations in Massachusetts, as well as online.

Fisher College actively recruits instructors who are practicing in their area of expertise. This allows them to bring real life challenges to the classroom.

Continuing Education

Students enrolled in the Division of Continuing Education may enroll as either full-time or half-time. The Continuing Education Program at Fisher allows a qualified person to receive an Associate of Science degree or an Associate of Arts degree within two years, or a Bachelor's Degree in four years, by attending full time. A certificate may be earned in one year by attending full time. Consult your local campus staff for information regarding the programs offered, course schedules, and class times available each term.

Fisher Online/Distance Education

Online Education is offered to meet the needs of busy adults either unable to attend classroom courses due to distance, or by those who choose to use our highest level of convenience to meet their personal choices, busy lives and time constraints. Online courses require no campus class meetings to complete, and are delivered on the internet using the widely accepted and user-friendly academic learning system, Blackboard®.

ADMISSIONS PROCEDURES

A student may apply for admission into any degree or certificate program by completing an application form, either by mail, in person, or online. The student must also provide the College with proof of graduation with an official high school transcript or its recognized equivalent (G.E.D.)

After these documents have been reviewed by the Campus Director, the student will be informed of his or her acceptance status. Students are encouraged to meet with their campus admissions counselor to discuss program requirements, to plan courses, and discuss financial aid needs if applicable. Fisher Online students may call the online office for academic and student service questions. There are no application fees.

Anyone may take continuing education and online courses for self improvement or for transfer reasons without completing an application for admission. However, courses taken prior to acceptance into a program may not be accepted at a later date. See Campus Directors for details.

A student who possesses extensive knowledge in an academic area that is covered by a required course may either attempt to gain credit by examination or they may apply for an "Academic Waiver." If credit or waiver is granted, a more challenging course may be substituted as a replacement. (See Academic Information section on pg. 26.)

STUDENT SERVICES

The College recognizes the demands on the adult learner and assists by providing academic, career, and financial aid counseling. Contact the Campus Director or Admissions Counselor for details.

Bookstore

Fisher College students enrolled in classroom-based courses may purchase course textbooks through their campus-location bookstore during set hours the first week of every term. All New Bedford, North Attleboro, Fisher Online, and Signature Health care Brockton Hospital School of Nursing course textbooks may be purchased through the Internet bookstore link on the www.fisherbookstore.com Web site. Other bookstore items, such as notebooks, T-shirts, sweatshirts and other Fisher items may also be purchased at the Fisher College bookstore as well as online at any time.

Dining Room—Main Boston Campus

The College Dining Room is open for evening students on a cash basis, 4:30 p.m. to 7 p.m. Monday through Thursday and from 10 a.m. to 6 p.m. on Saturday. The Dining Room is closed during the summer and vacations.

Transportation — Boston Campus

Fisher College is easily accessible by public transportation, with some services offering special discounts to students.

Parking

Parking is free at all campuses outside of Boston, and at a subsidized rate in Boston. Information on parking facilities is available at each Division of Continuing & Distance Education location.

FINANCIAL INFORMATION

For the most up-to-date information regarding required fees and associated fees, please visit www.fisher.edu/dce. All financial obligations must be met prior to registration for classes. Payment may be made by cash, check, money order, wire transfer or credit card (MasterCard, American Express, Visa or Discover). Tuition charges are payable in advance for the entire term, and may be made online through the Fisher College Continuing Education Web page listed above, unless alternative arrangements are made at the campus.

The Board of Trustees reserves the right to adjust charges in accordance with changing costs of operation. Payment must be made before registration for classes. For a term of education, the student is responsible for a full term's charges. The only exception will be if a monthly payment plan was set up online with our outside agency prior to the beginning of each term. Please refer to the Fisher College Web site for details. A student whose payments are have not been made may not be allowed to attend classes, to use any College services, to take examinations, to participate in graduation, to have transcripts sent, or to receive grades or a degree. If the College refers a delinquent account to a collection agency or attorney, these costs, plus all expenses associated with the collection effort, will be due and payable.

Lab Fees

Please note that students enrolled in certain courses will be responsible for a lab or users' fee.

Refund Schedule

If eligible, students will receive refunds per the schedule below, less any appropriate portion of financial aid. Should the student's withdrawal forfeit financial aid, the amount forfeited becomes payable by the student.

Classroom Withdrawal Date*	Tuition Refund
Prior to 2nd class meeting	100%
Between 2nd and 3rd class meeting	50%
After 3rd class meeting	0%
Class cancelled	100%

Online Withdrawal Date	Tuition Refund
Withdrawal prior to Friday of week 1	100%
Withdrawal by Monday of week 2	50%
Withdrawal Tuesday or after of week 2	0%
Class cancelled	100%

* The withdrawal date is the date the written notice is received by the Campus Director or Registar or postmarked if mailed. Refunds will be processed via Refund Request Forms or in the appropriate Refund section on the Web site. The student must submit his or her notice of withdrawal in writing to the Campus Director or Registrar.

Refund Requests

Should a Continuing Education student's account carry a credit balance as a result of funds being received and the student having completed all required documentation from the Financial Aid and Bursar offices, the student may be entitled to request one (1) refund per term from the College. Refund request sheets may be obtained through the College Bursar's office or the local DCE campus and will be processed following the 6th week of each term. Processing time is approximately two (2) weeks.

1. All personal and bank checks must clear Fisher College's bank account prior to submitting requests. This can take from 7 to 10 business days, depending on your bank. The refund request process will begin in the 6th week of each semester or term.

2. Students must have a credit on their account before a refund can be issued. All aid (i.e. scholarships, grants, and loans) for the semester or term must be applied to the account.

3. Various departments will review the request along with the account history before it is submitted. The review process will take A MINIMUM OF 2 WEEKS to be reviewed after it is received by the Main Campus-Bursar's Office.

4. Students who have selected to pick up their check from the Main Campus will be contacted when the check is available for pick up.

Student Accounts Placed with a Collection Agency

It is the policy of the College to work with the student and his or her parents to resolve an outstanding balance on a student account. If a student account remains delinquent, the College Bursar may place the student account with a third party collection agency or attorney. The outstanding balance of the student account and all costs and fees associated with the collection effort will be due and payable by the student. Students placed with a third party collections agency or attorney may not be allowed to enroll in College courses, attend classes, take examinations, receive grades or transcripts, or attend graduation exercises.

▼Program Requirements

ACADEMIC PROGRAMS

The academic programs offered at Fisher College combine the study of liberal arts and sciences with the professional skills demanded by a modern work environment. Technology and library research are an integral component of programs leading to degrees and certificates.

Fisher College believes that students achieve greater success when they have specific educational goals toward which to work. The academic programs are designed with a degree of flexibility so that, generally, a student may change his or her major without difficulty or adverse consequences. Academic advisors are assigned to each student to assist in selecting the appropriate courses necessary to meet his or her educational objectives.

Credits earned at Fisher are generally transferable to similar associate and baccalaureate programs of other colleges and universities. Because specific program requirements vary among institutions, students wishing to transfer should work closely with their advisor to ensure the maximum transfer of credit.

Please note that not all programs are available in all divisions of the College (Day and DCE on-line) or at all branch campuses. Availability of degrees and certificates will be noted parenthetically after each program on the pages that follow.

COMMUNICATION & MEDIA STUDIES

Bachelor of Arts in Communication & Media Studies Degree (Day and DCE)

The Bachelor of Arts Degree in Communication & Media Studies is an interdisciplinary program that combines courses in Communication, Advertising, Public Relations, and Journalism. The program considers media industries and their relationship to culture and society, and the understanding of how communication works. The program emphasizes the development of critical thinking, professional writing skills, and effective oral communication. The Communication & Media Studies major prepares students for a wide variety of careers in business and industry, advertising, public relations and journalism, or advanced study.

		Credit Hours	
First Year		Fall	Spring
CM 101	Introduction to Mass Communication		3
CM 105	Public Speaking	3	
EN 101	English I	3	
EN 102	English II		3
	Foreign Languages**	3	3
MA 107	College Algebra*		3
PS 101	Introduction to Psychology	3	
	CS Elective**	3	
	Free Elective		3
	Total Credits	15	15
		Fall	Spring
Second Year			
CM 201	Persuading and Influencing	3	
CM 203	Media Writing		3
	CM Elective****		3
	CS Elective***	3	
EN 201	Intermediate Writing	3	
	Lab Science Elective	4	
MA 121	Basic Statistics		3
	Social Sciences Elective		3
	Free Electives	3	3
	Total Credits	16	15

Program Requirements

		Credit hours	
Third Year		Fall	Spring
CM 300	Communication Theory	3	
CM 400	Media Criticism		3
	CM Electives****	3	3
	Humanities Elective	3	
IS 210	Professional Development for Internship****		1
	Social Science Elective		3
	Free Electives	6	6
	Total Credits	15	15/16
Fourth Year			
CM 450	Senior Seminar		3
CM 460	Internship	3	
	CM Electives****	3	3
	Humanities Elective	3	
	Free Electives	6	9
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

**A minimum of one year of college-level foreign language competency is required but can be waived through demonstrating elementary-level competency in a foreign language. If the language requirement is waived, humanities electives must be substituted.

***The following classes fulfill the CS elective requirement: CS 101 Computer Concepts and Applications, CS 108 Advanced Computer Applications, CS 133 Multimedia and Graphics, and CS 234 Website Programming and Development.

****Take one CM or MC elective at the 200-level; three program electives at the 300 or 400-level; and one program elective at any level.

*****Not required for Division of Continuing Education Students.

Minimum credits required for graduation—121/122.

HUMAN SERVICES

Bachelor of Science in Human Services Degree (Day and DCE)

The Bachelor of Science Degree in Human Services combines many disciplines to offer a program that will provide students with the theoretical and practical knowledge needed to secure employment in the field of Human Services. This broad area includes jobs in the health care sector (hospitals, mental health clinics), community organizations (homeless shelters, centers for victims of abuse and assault), working with adults and children with developmental delays, substance abuse problems, DSS, and a wide range of other social agencies.

		Credit Hours	
First Year		Fall	Spring
EN 101	English I	3	
EN 102	English II		3
HS 101	Introduction to Human Services		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology	3	
PS 208	Abnormal Psychology		3
	Free Elective	3	
	Humanities Elective	3	
	Program Elective (HS, PS, or SO courses)		3
	Social Science Elective		3
	Total Credits	15	15
		Fall	Spring
Second Year			
HS 201	Theories of Counseling and Interviewing	3	
HS 202	Practice of Counseling and Interviewing		3
MA 121	Basic Statistics	3	
SC 129	Human Biology	4	
SO 121	Social Justice, Race, Gender	3	
	Free Elective		3
	Humanities Elective		3
	Program Electives (HS, PS, or SO courses)	3	3
	Social Sciences Elective		3
	Total Credits	16	15

		Credit hours	
Third Year		Fall	Spring
HS 301	Crisis Intervention	3	
HS 207	Ethical Issues	3	
HS 350	Social Science Research and Evaluation		3
IS 210	Professional Development for Internship**		1
	Free Electives	3	6
	Program Electives (HS, PS, or SO courses)	3	3
	Social Science Elective		3
	300/400 Level Social Science Elective	3	
	Total Credits	15	15/16
Fourth Year			
HS 450	Senior Project		3
HS 460	Internship	3	
HS 402	Systems and Policies		3
	Free Electives	9	6
	300/400 level Humanities Elective	3	
	300/400 level Social Science Elective		3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

**Not required for Division of Continuing Education Students.

Minimum credits required for graduation—121/122.

MANAGEMENT

Bachelor of Science in Management Degree (Day and DCE)

The Bachelor of Science in Management (BSM) is designed to give future managers an understanding of the various aspects of administrative practice and to develop judgment and skills necessary to perform more efficiently and effectively in the workforce. Career options in business, government, health care , education, fashion, public administration, tourism, and other professions are available upon completion of the program. The BSM includes courses that develop skills in both the integrative and strategic roles of management. The study of management includes broad-based courses dealing with the economic and business environment as well as functional management courses with a specific discipline focus.

Through extensive use of case studies, management simulation, and group research projects, students develop the leadership skills necessary in the management field. Faculty pay significant attention to current issues and related topics in order to prepare students with the knowledge necessary to enter the workforce and to continue further study.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology	3	
	Free Electives		6
	Total Credits	15	15

		Credit Hours	
Second Year		Fall	Spring
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
LA 204	Business Law	3	
MA 121	Basic Statistics		3
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3
	Lab Science Elective	4	
	Social Sciences Elective		3
	Total Credits	16	15
Third Year			
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance	3	
IS 210	Professional Development for Internship**		1
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
	Humanities Elective		3
	Free Electives	3	6
	Total Credits	15	16
Fourth Year			
	300- or 400-Level Literature		3
CS 400	Project Management		3
MG 303	Managerial Communications	3	
MG 390	Management Internship	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project		3
	Free Electives	6	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

** Not required for Division of Continuing Education Students.

Minimum credits required for graduation—121/122.

MANAGEMENT: ACCOUNTING CONCENTRATION

Bachelor of Science in Management Degree (Day and DCE)

The Bachelor of Science in Management degree, with a concentration in Accounting, is designed to focus on accounting theory and practice. Throughout the program, students will gain the necessary skills to identify, measure, communicate, and interpret economic information. The field of accounting offers a variety of career choices that include, but are not limited to: positions in public accounting, tax preparation, management accounting and financial consulting.

		Credit Hours	
First Year		Fall	Spring
AC 121	Financial Accounting		3
CM 105	Public Speaking	3	
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology		3
	Free Elective		3
	Total Credits	15	15
Second Year			
AC 122	Managerial Accounting	3	
AC 201	Intermediate Accounting I		3
AC 204	Income Tax		3
CS 108	Advanced Computer Applications	3	
LA 204	Business Law	3	
MA 121	Basic Statistics		3
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3
	Lab Science Elective	4	
	Total Credits	15	15

		Credit Hours	
Third Year		Fall	Spring
AC 301	Accounting Information Systems	3	
AC 202	Intermediate Accounting II	3	
IS 210	Professional Development for Internship**		1
FI 201	Principles of Business Finance	3	
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
	Humanities Elective		3
	Social Science Elective		3
	Free Elective		3
	Total Credits	15	16
Fourth Year			
AC 401	Auditing	3	
	300- or 400- Level Literature		3
CS 400	Project Management		3
MG 303	Managerial Communications	3	
MG 390	Management Internship	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project		3
	Free Elective	3	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

** Not required for Division of Continuing Education Students.

Minimum credits required for graduation—121/122.

MANAGEMENT: COMPUTER INFORMATION & SYSTEMS CONCENTRATION

Bachelor of Science in Management Degree (Day & DCE)

The Computer Information & Systems Concentration of the Bachelor of Science in Management Program is designed to give students an understanding of business functions, management principles and the critical role of technology in any modern business or other organization. They will gain a solid foundation in computer science and information systems, while also studying management fundamentals. This program enables students who have an aptitude for technology to pursue their own areas of interest within the field and to be competent administrators within a technology-based organization.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
PS 101	Introduction to Psychology		3
CS 205	Computer & Systems Programming I	3	
CS 206	Computer & Systems Programming II		3
	Free Elective	3	
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
LA 204	Business Law	3	
MA 107	College Algebra*		3
MA 121	Business Statistics		3
MG 201	Principles of Management	3	
MK 201	Principles of Marketing		3
	Lab Science Elective	4	
	Computer Science Electives	3	3
	Total Credits	16	15

		Credit Hours	
Third Year		Fall	Spring
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance	3	
IS 210	Professional Development for Internship**		1
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
	Humanities Elective		3
	Computer Science Elective		3
	Free Electives	3	3
	Total Credits	15	16
Fourth Year			
	300- or 400-Level Literature		3
CS 400	Project Management		3
MG 303	Managerial Communications	3	
MG 390	Managerial Internship	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project		3
	Computer Science Elective	3	
	Free Electives	3	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

** Not required for Division of Continuing Education Students.

CIS Concentration students: Must take 4 of the following electives:

CS 107 Operating Systems
CS 108 Advanced Computer Applications
CS 133 Multimedia and Graphics
CS 210 Database Design and Management
CS 231 Computer Networks
CS 234 Web site Programming and Development

Minimum credits required for graduation—121/122.

MANAGEMENT: FASHION MERCHANDISING CONCENTRATION

Bachelor of Science in Management Degree (Day)

The Fashion Merchandising Concentration of the Bachelor of Science in Management Degree provides students with a comprehensive knowledge of the background, methods and requirements of merchandising and promoting fashion. The fundamentals of fashion development, fashion presentations, and trend analyses are combined with advanced courses in marketing, consumer behavior, finance, international business and electronic commerce to prepare the student for careers in fashion buying, fashion retail management, product research and development, styling for the media, promotion, public relations, and event planning.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications		3
EC 101	Macroeconomics	3	
EN 101	English I	3	
EN 102	English II		3
FM 102	Fashion Merchandising	3	
FM 105	History of Costume	3	
MA 107	College Algebra*		3
	FM Program Elective**		3
	Fine Arts Elective***	3	
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
FM 209	Retail Buying		3
FM 220	Retail Management	3	
FM 225	Textile Science	3	
LA 204	Business Law	3	
MA 121	Basic Statistics		3
MG 202	Human Resource Management		3
PS 101	Introduction to Psychology		3
	Total Credits	15	15

		Credit Hours	
Third Year		Fall	Spring
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance	3	
IS 210	Professional Development for Internship****		1
FM 301	Fashion Advertising and Sales Promotion		3
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
	Lab Science Elective		4
	Social Sciences Elective	3	
	Free Elective		3
	Total Credits	15	16
Fourth Year			
	300- or 400-Level Literature		3
FM 310	Topics in Fashion Merchandising	3	
MG 390	Management Internship*****	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project		3
	Social Sciences Elective		3
	Free Electives	6	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

**Select 3 credits from FM 106, FM 201 or FM 208.

***At least one of the following courses must be taken: FA 101, FA 102, FA 103, FA 111, or FA 112.

**** Not required for Division of Continuing Education Students.

*****Students should select a free elective if FM 200 has been successfully completed, and approved by the Program Chair.

Minimum credits required for graduation—121/122.

MANAGEMENT: HEALTH CARE MANAGEMENT CONCENTRATION

Bachelor of Science in Management Degree (Day and DCE)

The Bachelor of Science in Management Degree, with a concentration in Health Care Management, develops solid functional management knowledge and skills combined with a broad overview of issues and challenges specific to the complex field of health care delivery. Emphasis of instruction will be on developing the managerial skills required to work in today's regulated, complex health care field. Graduates will have a solid foundation of knowledge in legal issues, marketing, financial accounting, health care reimbursement systems and performance-improvement methods required to meet the challenges of increasing quality while decreasing cost in health care delivery. Completing the program will prepare graduates for marketing, supervisory or middle management positions in hospitals, managed care organizations, community health centers, physical group practices, pharmaceutical companies and other types of facilities, or to advance to a graduate program of study.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology	3	
	Humanities Elective		3
	Free Elective		3
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
MA 121	Basic Statistics		3
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3

		Credit Hours	
		Fall	Spring
SCI 101	Anatomy and Physiology I**	4	
SCI 102	Anatomy and Physiology II**		4
	Social Sciences Elective	3	
	Total Credits	16	16
Third Year			
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance	3	
IS 210	Professional Development for Internship***		1
HM 300	Health Care Delivery Systems	3	
HM 310	Health Care Law and Government Regulations		3
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
	Free Elective		6
	Total Credits	15	16
Fourth Year			
	300- or 400-Level Literature		3
CS 400	Project Management		3
HM 410	Topics in Health Care	3	
MG 390	Management Internship****	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project		3
	Free Electives	6	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

**SC 130 (Essentials of Anatomy & Physiology) and SC 129 (Human Biology) may be substituted for SC 101 and SC 102.

*** Not required for Division of Continuing Education Students.

****Health Care focus.

Minimum credits required for graduation—122/123.

MANAGEMENT: HOSPITALITY & TOURISM MANAGEMENT CONCENTRATION

Bachelor of Science in Management Degree (Day)

The Bachelor of Science in Management degree, with a concentration in Hospitality & Tourism Management, allows students to complement their management studies with courses designed to acquaint them with the travel and hotel industry. This program is designed for students who select this option as first-year students as well as for students who complete the AS degree in Hospitality & Tourism and elect to continue their studies in the Bachelor degree program. Career fields open to graduates include travel agencies, tour operators, airlines, hotels, convention centers and government tourist offices.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*		3
TH 101	Introduction to Hospitality & Tourism	3	
TH 103	Destination Geography I	3	
TH 104	Destination Geography II		3
	Social Sciences Elective		3
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
LA 204	Business Law		3
MA 121	Basic Statistics		3
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
PS 101	Introduction to Psychology	3	
TH 201	Hospitality & Tourism Sales and Marketing		3
TH 220	Computerized Reservation Systems	3	
	Total Credits	15	15

		Credit Hours	
Third Year		Fall	Spring
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance		3
IS 210	Professional Development for Internship**		1
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
TH 340	Hotel Operations	3	
TH 350	Front Office Operations		3
	Lab Science Elective	4	
	Social Sciences Elective		3
	Total Credits	16	16
Fourth Year			
	300- or 400-Level Literature		3
MG 390	Management Internship***	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project***		3
TH 410	Contemporary Issues in Hospitality & Tourism		3
	Humanities Elective	3	
	Free Electives	6	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

** Not required for Division of Continuing Education Students.

***Hospitality & Tourism focus.

Minimum credits required for graduation—121/122.

MANAGEMENT: HUMAN RESOURCE MANAGEMENT CONCENTRATION

Bachelor of Science in Management Degree (Day and DCE)

The Bachelor of Science in Management degree, with a concentration in Human Resource Management provides students with knowledge of the issues, topics, methods and requirements they will encounter in the field of human resource management. The fundamentals of management, psychology, ethics, and organization behavior are combined with advanced courses in employment law and labor relations. An internship or senior project will prepare students for careers in the growing field of Human Resource Management.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology	3	
	Humanities Elective		3
	Free Elective		3
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
LA 204	Business Law	3	
MA 121	Basic Statistics		3
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3
	Lab Science Elective	4	
	Social Sciences Elective		3
	Total Credits	16	15

		Credit Hours	
Third Year		Fall	Spring
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance	3	
IS 210	Professional Development for Internship**		1
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
MG 410	Contemporary Issues in HRM		3
	Free Electives	3	6
	Total Credits	15	15
Fourth Year			
	300- or 400-Level Literature		3
CS 400	Project Management		3
LA 401	Employment Law and Labor Relations	3	
MG 390	Management Internship***	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project***		3
	Free Electives	6	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

** Not required for Division of Continuing Education Students.

***Human Resources focus.

Minimum credits required for graduation—121/122.

MANAGEMENT: LEADERSHIP CONCENTRATION

Bachelor of Science in Management Degree (Day and DCE)

The Bachelor of Science in Management degree, with a concentration in Leadership provides students with a comprehensive analysis of leadership principles and theory. Students will assess and develop their own leadership skills and learn to recognize the elements of successful leadership from both a modern and historical perspective. Leadership is a critical element in the successful operation of all public and private sector organizations and yet is often seen as lacking. Thoughtful study in this area can help to guide future managers and leaders to effectively and ethically take on these roles. Students will gain a core understanding of the requirements for ethical leadership which will guide them as their careers progress and they continue to take on more responsible leadership roles.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology	3	
	Free Elective		6
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
LA 204	Business Law	3	
MA 121	Basic Statistics		3
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3
	Lab Science Elective	4	
	Social Sciences Elective		3
	Total Credits	16	15

		Credit Hours	
Third Year		Fall	Spring
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance		3
IS 210	Professional Development for Internship**		1
MG 304	Leadership and Ethics	3	
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
MG 322	Leadership Development		3
	Humanities Elective		3
	Free Electives	3	3
	Total Credits	15	15/16
Fourth Year			
	300- or 400-Level Literature		3
MG 425	Topics in Leadership		3
MG 390	Management Internship***	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project***		3
	Marketing Elective	3	
	Free Electives	6	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

** Not required for Division of Continuing Education Students.

***Leadership focus.

Minimum credits required for graduation—121/122.

MANAGEMENT: MARKETING CONCENTRATION

Bachelor of Science in Management Degree (Day and DCE)

The Bachelor of Science in Management degree, with a concentration in Marketing, is designed to further familiarize students with the theoretical concepts, skills, and tools necessary to successfully enter this career path. Students learn to assess consumer behavior, review advertising principles, employ market research, and develop ways to position products and services.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology	3	
	Humanities Elective		3
	Free Elective		3
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
LA 204	Business Law	3	
MA 121	Basic Statistics		3
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3
	Lab Science Elective	4	
	Social Sciences Elective		3
	Total Credits	16	15

		Credit Hours	
Third Year		Fall	Spring
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance		3
IS 210	Professional Development for Internship**		1
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
MK 301	Marketing Research and Analysis	3	
PS 315	Social Psychology	3	
	Marketing Elective		3
	Free Electives	3	3
	Total Credits	15	16
Fourth Year			
	300- or 400-Level Literature		3
CS 400	Project Management		3
MG 390	Management Internship***	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project***		3
	Marketing Elective	3	
	Free Electives	6	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

** Not required for Division of Continuing Education Students.

***Marketing focus.

Choose one of the following:
MC215 Introduction to Advertising
MC225 Introduction to Public Relations

Choose one of the following:
MK330 E-Marketing
MC315 Advertising Campaigns
MC325 public Relations Campaigns
FM 301 Fashion Advertising and Sales Promotions

Minimum credits required for graduation—121/122.

MANAGEMENT: PUBLIC ADMINISTRATION CONCENTRATION

Bachelor of Science in Management Degree (Day and DCE)

The Bachelor of Science Degree, with a concentration in Public Administration, provides students with knowledge of the issues, topics, methods and requirements they will encounter managing and administering in the field of public administration in the 21st Century. The fundamentals of public administration will apply to students and practitioners who are interested in becoming department managers and supervisors in various areas of government service. It also provides enough background and history about the public sector for line managers to appreciate why the field functions as it does.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology	3	
	Humanities Elective		3
	Free Elective		3
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
GV 101	American Government		3
LA 204	Business Law	3	
MA 121	Basic Statistics		3
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3
	Lab Science Elective	4	
	Total Credits	16	15

		Credit Hours	
Third Year		Fall	Spring
CS 314	Management Information Systems	3	
FI 201	Principles of Business Finance	3	
IS 210	Professional Development for Internship**		1
MG 301	Public Administration	3	
MG 304	Leadership and Ethics		3
MG 315	International Management		3
MG 321	Organizational Behavior	3	
PS 315	Social Psychology	3	
	Social Sciences Elective		3
	Free Electives		6
	Total Credits	15	16
Fourth Year			
	300- or 400-Level Literature		3
CS 400	Project Management		3
MG 390	Management Internship***	3	
MG 421	Leading Public Organizations	3	
MG 435	Operations Management	3	
MG 441	Business Policy and Strategic Management		3
MG 450	Senior Project***		3
	Free Electives	6	3
	Total Credits	15	15

*A higher level of math (MA 109 or MA 110) may be substituted.

** Not required for Division of Continuing Education Students.

***Public Administration focus.

Minimum credits required for graduation—121/122.

BUSINESS ADMINISTRATION

Associate of Science Degree (Day and DCE)

This two-year program combines a foundation in general management theory with skill development in human resources, management, and accounting. Upon attainment of the Associate Degree in Business Administration, the student will be ready to enter the Bachelor of Science in Management program at Fisher College, transfer to another baccalaureate institution, or begin a career.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 106	Elementary Algebra*	3	
PS 101	Introduction to Psychology	3	
	Humanities Elective		3
	Math/Science Elective		3/4
	Total Credits	15	15/16
Second Year		Fall	Spring
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 108	Advanced Computer Applications	3	
FI 201	Principles of Business Finance	3	
LA 204	Business Law	3	
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3
	Free Electives		6
	Total Credits	15	15

*A higher level of math (MA 107, MA 109, MA 110 or MA 121) may be substituted.

Minimum credits required for graduation--60.

BUSINESS ADMINISTRATION: ACCOUNTING CONCENTRATION

Associate of Science Degree (Day and DCE)

The Accounting program's mission is to provide students with the opportunity to obtain a well-rounded education in order for them to function effectively and successfully in the general business environment and specifically in the field of accounting. The curriculum is designed to provide an overview of accounting, and to improve analytical and logical abilities, communication and interpersonal skills, and social and ethical awareness in the business world.

		Credit Hours	
First Year		Fall	Spring
AC 121	Financial Accounting		3
CM 105	Public Speaking	3	
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
EN 101	English I	3	
EN 102	English II		3
MA 106	Elementary Algebra*	3	
PS 101	Introduction to Psychology		3
	Math/Science Elective		3
	Total Credits	15	15
Second Year			
AC 122	Managerial Accounting	3	
AC 203	Computer Based Accounting	3	
AC 204	Income Taxes		3
LA 204	Business Law	3	
FI 201	Principles of Business Finance	3	
MG 201	Principles of Management	3	
MG 202	Human Resource Management		3
MK 201	Principles of Marketing		3
	Humanities Elective		3
	Free Elective		3
	Total Credits	15	15

*A higher level of math (MA 107, MA 109, MA 110 or MA 121) may be substituted.

Minimum credits required for graduation--60.

COMPUTER INFORMATION & SYSTEMS (AS/ CIS)

Associate of Science Degree (Day and DCE-Boston only)

Students new to the field of computer information & systems will find a solid foundation in this associate degree program. Students will be grounded in a two-semester course sequence in programming with Alice 2.0 or Karel J. Robot as an introductory visual preprogramming tool and will apply these programming concepts in Microsoft Visual Studio 2008 using Visual Basic and C++. Unique in this program is the use of Robotics to reinforce programming concepts and apply them in a systems setting.

All students of this program are required to complete eight computer science courses of three credits each. With this A.S. degree, graduates are especially qualified for positions in information technology support.

		Credit Hours	
First Year		Fall	Spring
MG 201	Principles of Management	3	
CM 105	Public Speaking	3	
CS 101*	Computer Concepts and Applications	3	
CS 205	Computer & Systems Programming I	3	
CS 206	Computer & Systems Programming II		3
CS 231	Computer Networks		3
EN 101	English I	3	
EN 102	English II		3
MA 106	Elementary Algebra*		3
	Humanities Elective		3
	Total Credits	15	15

		Credit Hours	
Second Year		Fall	Spring
CS 107	Operating Systems	3	
CS 133	Multimedia and Graphics		3
CS 210	Database Design and Management	3	
CS 234	Web Site Programming and Development		3
MK 201	Principles of Marketing		3
	Social Sciences Electives	3	3
	Math/Science Elective	3/4	
	Free Electives	3	3
	Total Credits	15/16	15

* May test out and take a CS course as an alternative

*A higher level of math (MA 107, MA 109, MA 110 or MA 121) may be substituted.

Minimum credits required for graduation--60.

CRIMINAL JUSTICE

Associate of Science Degree (DCE)

Graduates receive a broad academic foundation for entry-level careers in law enforcement, corrections, and juvenile justice in either the public or private sector. Since these careers require working closely with a diverse public, experiencing a variety of social difficulties, the curriculum combines professional courses with appropriate social and behavioral science courses. This program is not Quinn Bill approved.

		Credit Hours
CJ 101	Introduction to Criminal Justice*	3
CJ 104	Juvenile Justice System	3
CJ 108	Criminal Court Process	3
CJ 116	Law Enforcement Management	3
CJ 190	Criminal Justice Internship (OR)	
	Free Elective	3
CJ 201	Corrections in America	3
CJ 202	Criminal Procedure	3
CM 105	Public Speaking	3
EN 101	English I	3
EN 102	English II	3
LA 107	Criminal Law	3
MA 106	Elementary Algebra**	3
PS 101	Introduction to Psychology	3
SO 101	Introduction to Sociology	3
SO 105	Introduction to Criminology	3
	Computer Science Elective	3
	Humanities Elective	3
	Math/Science Elective	3/4
	Free Electives	6
	Total Credits	60/61

* This course may be waived based on documentation of appropriate professional experience. (See waiver/substitution policy in Academic information section.)

** A higher level of math (MA 107, 109, 110, or MA 121) may be substituted.

Minimum credits required for graduation--60.

Program Requirements

EARLY CHILDHOOD EDUCATION

Associate of Arts Degree (Day and DCE)

This program offers excellent preparation for a career in any child-care profession through a program with a broad base of theoretical and practical knowledge. Courses in this program follow the development of the child from birth through the preschool years. The intellectual, emotional, social and physical development of the child is explored, as are the needs experienced by children as they progress through these ages.

This degree program is comprised of courses and internship experiences which provide not only a solid academic background for the student, but a thorough preparation for a career as a child care professional. Our program satisfies course requirements for teacher certification by the Massachusetts Department of Early Education and competencies for the National Child Development Associate Certificate.

		Credit Hours	
First Year		Fall	Spring
CS 101	Computer Concepts and Applications		3
ED 103	Introduction to Early Childhood Education	3	
ED 116	Health, Safety, and Nutrition for Young Children		3
ED 120	Infant/Toddler Curricula		
	or ED223 Administering Programs for Children*	3	
ED 121	Preschool Curricula		3
ED 104	Early Childhood Education Seminar**		1
EN 101	English I	3	
EN 102	English II		3
MA 106	Elementary Algebra***	3	
PS 101	Introduction to Psychology	3	
PS 103	Child Development		3
	Total Credits	15	15/16

		Credit Hours	
Second Year		Fall	Spring
ED 200	Infant/Toddler Internship****	4	
ED 201	Preschool Internship****		4
ED 204	Strategies for Children's Behavior	3	
ED 205	Children with Special Needs		3
	Humanities Electives	3	3
	Math/Science Elective	3/4	
	Social Science Electives	3	3
	Free Electives**		3
	Total Credits	16/17	16

* Administering Programs for Children is for DCE students only; Day Division students must get permission from the Program Director.

** Required only for Day Division students.

*** A higher level of math (MA 107, MA 109, MA 110, or MA 121) may be substituted.

**** Students may take ED 200 and ED 201 in any sequence; DCE students may take ED 209 Early Childhood Advanced Internship as a substitute for either course; Day Division students must get permission from their Program Director.

Minimum credits required for graduation—63 for Day Division students and 62 for DCE students.

Program Requirements

FASHION DESIGN

Associate of Science Degree (Day)

The Fisher College Fashion Design Program prepares students to make patterns and sew garments in the manner of the couture. It also introduces students to pattern making and construction methods used in garment manufacturing.

Students develop skills in pattern drafting, French draping, garment construction, and fashion illustration. Knowledge of textiles and costume history enables students to make viable design and construction decisions. General education requirements along with practical and creative training provide graduates of this program with a broad educational background.

		Credit Hours	
First Year		Fall	Spring
EN 101	English I	3	
EN 102	English II		3
FM 160	Clothing Construction I	4	
FM 170	Clothing Construction II		3
FM 161	Pattern Making I	4	
FM 171	Pattern Making II		3
FM 201	Fundamentals of Apparel Design		3
FM 205	Fashion Illustration	3	
MA 106	Elementary Algebra*	3	
	Social Sciences Elective		3
	Total Credits	17	15

		Credit Hours	
Second Year		Fall	Spring
FM 105	History of Costume	3	
FM 225	Textile Science	3	
FM 280	French Draping		3
FM 281	Tailoring	3	
FM 290	Knitwear Construction and Pattern Making	3	
	Computer Science Elective		3
	Fine Arts Elective**	3	
	Humanities Elective		3
	Math/Science Elective		3/4
	Social Sciences Elective		3
	Total Credits	15	15/16

*A higher level of math (MA 107, MA 109, MA 110, or MA 121) may be substituted.

**At least three credits must be taken from FA 101, FA 102, FA 103, FA 111 or FA 112.

Minimum credits required for graduation--62.

FASHION MERCHANDISING

Associate of Science Degree (Day)

This program is a leader in Fashion Merchandising education and provides the student with a broad background in the fashion merchandising and retail management sectors. Upon completion of the program, students will have the knowledge and skills necessary to enter the exciting fashion industry.

		Credit Hours	
First Year		Fall	Spring
BU 101	Introduction to Business	3	
CM 105	Public Speaking		3
EN 101	English I	3	
EN 102	English II		3
FM 102	Fashion Merchandising	3	
FM 105	History of Costume	3	
FM 106	Visual Merchandising or FM201		
	Fundamentals of Apparel Design		3
MA 106	Elementary Algebra*		3
	Fine Arts Elective**	3	
	Social Sciences Elective		3
	Total Credits	15	15

Second Year		Fall	Spring
CS 101	Computer Concepts and Applications	3	
EC 101	Macroeconomics	3	
FM 200	Fashion Merchandising Internship or Free Elective	3	
FM 220	Retail Management	3	
FM 225	Textile Science	3	
FM 209	Retail Buying		3
MG 202	Human Resource Management		3
	Math/Science Elective		3/4
	Free Electives		6
	Total Credits	15	15/16

*A higher level of math (MA 107, MA 109, MA 110, or MA 121) may be substituted.

**At least one of the following courses must be taken: FA 101, FA 102, FA 103, FA 111, or FA 112.

Minimum credits for graduation--60.

GENERAL STUDIES

Associate of Science Degree (Day and DCE)

The Associate of Science in General Studies Program is for students whose career, transfer, or personal needs are not met by other programs of study at the College. While fulfilling the general education core required of all graduates, this program, through its elective choices, allows maximum flexibility for students to discover and pursue career, transfer, and personal goals. In completing the College's core curriculum, students in this program will acquire general background in communications, social sciences, humanities, and mathematics/science. Working with academic advisors, the General Studies students will determine a program of liberal arts and non-liberal arts courses that meets individual interests and aptitudes as well as attend to career and transfer potential. Graduates receive the degree of Associate of Science in General Studies.

	Credit Hours
EN 101 English I	3
EN 102 English II	3
MA 106 Elementary Algebra*	3
Humanities Electives	6
Liberal Arts Elective**	3
Math/Science Elective	3/4
Social Sciences Electives	6
Free Electives	33
Total Credits	60/61

*A higher level of math (MA 107, MA 109, MA 110 or MA 121) may be substituted.

** The Liberal Arts courses consist of the Humanities, Social Sciences, Mathematics, and Natural Sciences.

Minimum credits for graduation--60.

HEALTH INFORMATION TECHNOLOGY

Associate of Science Degree (DCE)

The Health Information Technology (HIT) Program places you where the expanding arena of health care meets the cutting edge of technology. HIT related job opportunities are excellent, with options to work in hospitals, outpatient clinics, health centers, medical research organizations, consulting firms, long-term care and rehabilitation facilities, insurance companies, software companies and government health agencies.

Graduates learn to organize, analyze, evaluate, compile, compute and code health data, and receive hands-on training with state-of-the-art software applications. A strong foundation is provided in filing systems and record indexes, storage and retrieval of manual and computerized data and legal issues governing release of information.

The Fisher College HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates who meet requirements of the accredited program are eligible to take the national qualifying examination for certification as a Registered Health Information Technician (RHIT) through the American Health Information Management Association (AHIMA).

		Credit Hours
CM 105	Public Speaking	3
CS 101	Computer Concepts and Applications*	3
EN 101	English I	3
EN 102	English II	3
HT 101	Introduction to Health Information Technology	3
HT 102	Health Care Statistics, Data Analysis, and Quality Improvement	3
HT 190	Supervised Professional Practice I	3
HT 203	Computer Applications in Health Information Management	3
HT 211	Basic ICD-9-CM Coding	3
HT 212	Basic CPT Coding	3
HT 213	Advanced Medical Coding	3
HT 231	Management of Health Information Departments	3

		Credit Hours
HT 251	Health Care Reimbursement Methodologies	3
HT 290	Supervised Professional Practice II	3
LA 121	Law and Ethics of Health Care	3
MA 106	Elementary Algebra**	3
ME 201	Medical Terminology	3
PS 101	Introduction to Psychology	3
SC 130	Essentials of Anatomy and Physiology	4
SC 141	Introduction to the Study of Disease	3
SC 220	Essentials of Pharmacology	1
	Humanities Elective	3
	Social Sciences Elective	3
	Total Credits	68

*CS 125 or CS 108 may be substituted for CS 101 with the approval of the Program Director.

**A higher level of math (MA 107, MA 109, MA 110, or MA 121) may be substituted; MA121 is recommended.

Minimum credits for graduation--68.

HEALTH SCIENCES

Associate of Science Degree (Day)

This program will provide students who are interested in the Health Sciences with a strong curriculum based in the biological sciences, humanities, and social sciences. The curriculum is designed for students whose goal is to transfer to a Baccalaureate degree program in nursing or another Health Science-related program.

		Credit Hours	
First Year		Fall	Spring
CS 101	Computer Concepts and Applications	3	
EN 101	English I	3	
EN 102	English II		3
MA 107	College Algebra*	3	
PS 101	Introduction to Psychology	3	
PS 105	Human Development		3
SC 103	General Biology	4	
SC 213	Microbiology		4
	Humanities Elective		3
	Free Elective		3
	Total Credits	16	16
Second Year			
MA 121	Statistics		3
PS 208	Abnormal Psychology		3
SC 101	Anatomy and Physiology	4	
SC 102	Anatomy and Physiology II		4
SC 113	Principles of Chemistry	4	
SO 101	Introduction of Sociology	3	
SC 110	Nutrition		3
	Humanities Electives	6	3
	Total Credits	17	16

*A higher level of math (MA109 or MA 110) may be substituted.

Minimum credits required for graduation--65.

Program Requirements

HOSPITALITY & TOURISM

Associate of Science Degree (Day)

This program is ideal for students who would like to work in travel agencies, tour companies, airlines, hotels, convention centers and other hospitality agencies. This program is designed to compliment entry into the Hospitality & Tourism Concentration of the Bachelor of Science in Management degree.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
EC 101	Macroeconomics	3	
EN 101	English I	3	
EN 102	English II		3
MA 106	Elementary Algebra*	3	
TH 101	Intro to Hospitality and Tourism	3	
TH 103	Destination Geography I	3	
TH 104	Destination Geography II		3
	Social Sciences Elective		3
	Free Elective		3
	Total Credits	15	15
Second Year			
AC 121	Financial Accounting	3	
CS 101	Computer Concepts and Applications	3	
MG 201	Principles of Management	3	
TH 200	Hospitality/Tourism Internship (or) Free Elective		3
TH 201	Hospitality/Tourism Sales and Marketing		3
TH 220	Computerized Reservation Systems	3	
TH 340	Hotel Operations	3	
	Humanities Elective		3
	Math/Science Elective		3/4
	Free Elective		3
	Total Credits	15	15/16

*A higher level of math (MA 107, MA 109, MA 110, or MA 121) may be substituted.

Minimum credits required for graduation--60.

LIBERAL ARTS

Associate of Arts Degree (Day and DCE)

The Liberal Arts program provides students with a well rounded education in preparation for transfer to a baccalaureate program or for some entry-level career positions. The program's curriculum is designed to fulfill the core requirements taken in the first two years of most bachelor's degree programs. A concentration is not required for graduation, but concentrations are available in Humanities, Justice Studies, Social Sciences, and Women's Studies. Only one concentration per degree is allowed.

		Credit Hours	
First Year		Fall	Spring
EN 101	English I	3	
EN 102	English II		3
	History Elective I (HI 101, HI 102, HI 203, or HI 204)*	3	
	History Elective II (HI 101, HI 102, HI 203, or HI 204)*		3
	Foreign Language**	3	3
	Math/Science Electives***	3/4	3/4
	Free Electives	3	3
	Total Credits	15/16	15/16
Second Year			
CM 105	Public Speaking	3	
EN 201	Intermediate Writing		3
	Humanities Electives	3	3
	Math/Science Elective***	3/4	
	Literature Elective****		3
	Social Sciences Electives	3	3
	Free Electives	3	3
	Total Credits	15/16	15

*However, neither the two early time-period courses (HI 101 and HI 203) nor the two late time-period courses (HI 102 and HI 204) may be taken in the same semester or term. HI courses other than the two required for the program may be taken to fulfill social science elective requirements.

Program Requirements

**A minimum of one year of college-level foreign language competency is required but can be waived through demonstrating elementary-level competency in a foreign language. If the language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

***At least three (3) credits in math, three (3) credits in science, and three (3) additional credits in math, science, or computer programming are required. MA 106, MA 107, MA 109, MA 110 or MA 121 will satisfy the minimum college math requirement. MA 107 and a science course with a lab are recommended for transfer.

****Any EN course except EN 001, EN 101, EN 102, EN 201, or ESL courses.

Minimum credits required for graduation--60.

LIBERAL ARTS: HUMANITIES CONCENTRATION

Associate of Arts Degree (Day and DCE)

The Humanities Concentration is appropriate for a student preparing to major in one of the Humanities at the baccalaureate level. The Concentration provides the prospective Humanities major with a solid background as well as the opportunity to determine interest in an area of study. Currently, the Humanities at Fisher College include Communications (CM), English (EN), Fine Arts (FA), Foreign Language (FL), Humanities (HU), Philosophy (PH), and Women's Studies (WS).

		Credit Hours	
First Year		Fall	Spring
EN 101	English I	3	
	History Elective I (HI 101, HI 102, HI 203, or HI 204)*	3	
	History Elective II (HI 101, HI 102, HI 203, or HI 204)*		3
	Fine Arts, Humanities , or Philosophy Elective		3
	Foreign Language**	3	3
	Math/Science Electives***	3/4	3/4
	Free Elective	3	
	Total Credits	15/16	15/16
Second Year			
CM 105	Public Speaking	3	
EN 201	Intermediate Writing		3
	Humanities Concentration Electives*****	3	3
	Liberal Arts Elective (Humanities, Social Sciences, Math, or Science)	3/4	
	Math/Science Elective***	3/4	
	Literature Elective****		3
	Social Sciences Electives	3	3
	Free Elective		3
	Total Credits	15/16/17	15

*However, neither the two early time-period courses (HI 101 and HI 203) nor the two late time-period courses (HI 102 and HI 204) may be taken in the same semester or term. HI courses other than the two required for the program may be taken to fulfill social science elective requirements.

**A minimum of one year of college-level foreign language competency is required but can be waived through demonstrating elementary-level competency in a foreign language. If the language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

***At least three (3) credits in math, three (3) credits in science, and three (3) additional credits in math, science, or computer programming are required. MA 106, MA 107, MA 109, MA 110 or MA 121 will satisfy the minimum college math requirement. MA 107 and a science course with a lab are recommended for transfer.

****Any EN course except EN 001, EN 101, EN 102, EN 201, or ESL courses.

*****As part of the Humanities concentration, students must complete at least two college-level courses in the same discipline, such as two literature courses, two fine arts courses, or two philosophy courses. Currently, the Humanities discipline courses include those with the prefixes CM, EN (literature), FA, FL, HU, or PH. The two required elementary-level foreign language courses, EN 101, EN 102, and EN 201 do not fulfill this requirement. Intermediate-level foreign language (two semesters) does fulfill the requirement. Also, for the Fine Arts (FA) discipline, at least one of the two courses must be an art history course (FA 111 or FA 112).

Minimum credits required for graduation--60.

LIBERAL ARTS: JUSTICE STUDIES CONCENTRATION

Associate of Arts Degree (Day and DCE)

The Justice Studies Concentration prepares students for transfer into a baccalaureate program in such disciplines as criminal justice, criminology, law, or government. Career professionals in these fields work with a diverse public and address a variety of social issues. The social and behavioral sciences are thus combined with appropriate criminal justice courses. The liberal arts basis of this concentration also prepares the student for transfer into many other majors.

		Credit Hours	
First Year		Fall	Spring
EN 101	English I	3	
EN 102	English II		3
	History Elective I (HI 101, HI 102, HI 203, or HI 204)*	3	
	History Elective II (HI 101, HI 102, HI 203, or HI 204)*		3
LA 107	Criminal Law	3	
SO 105	Introduction to Criminology		3
	Foreign Language**	3	3
	Math/Science Elective***		3/4
	Free Elective	3	
	Total Credits	15	15/16
Second Year			
CJ 104	Juvenile Justice System	3	
CJ 201	Corrections in America		3
CM 105	Public Speaking		3
EN 201	Intermediate Writing		3
GV 105	The American Legal System	3	
PS 101	Introduction to Psychology	3	
	Math/Science Electives***	3/4	3/4
	Literature Elective****	3	
	Liberal Arts Elective (Humanities, Social Sciences, Math, or Science)*****		3
	Total Credits	15/16	15/16

*However, neither the two early time-period courses (HI 101 and HI 203) nor the two late time-period courses (HI 102 and HI 204) may be taken in the same semester or term. HI courses other than the two required for the program may be taken to fulfill social science elective requirements.

**A minimum of one year of college-level foreign language competency is required but can be waived by demonstrating elementary-level competency in a foreign language. If the language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

***At least three (3) credits in math, three (3) credits in science, and three (3) additional credits in math, science, or computer programming are required. MA 106, MA 107, MA 109, MA 110 or MA 121 will satisfy the minimum college math requirement. MA 107 and a science course with a lab are recommended for transfer.

****Any EN course except EN 001, EN 101, EN 102, EN 201, or ESL courses.

*****The Liberal Arts courses consist of the Humanities, Social Sciences, Mathematics, and Natural Sciences. A student in the College Honors Program may substitute IS 200 (Second-Year Honors Colloquium) for this requirement.

Minimum credits required for graduation--60.

LIBERAL ARTS: SOCIAL SCIENCES CONCENTRATION

Associate of Arts Degree (Day and DCE)

The Social Sciences Concentration is appropriate for a student preparing to major in one of the Social Sciences for a bachelor's degree. The Concentration provides the prospective Social Sciences major with a solid background as well as the opportunity to determine interest in an area of study. Currently the Social Sciences at Fisher College include Anthropology (AN), Economics (EC), Geography (GE), Government (GV), History (HI), (HS) Human Services, Psychology (PS), and Sociology (SO).

		Credit Hours	
First Year		Fall	Spring
EN 101	English I	3	
EN 102	English II		3
	History Elective I (HI 101, HI 102, HI 203, or HI 204)*	3	
	History Elective II (HI 101, HI 102, HI 203, or HI 204)*		3
PS 101	Introduction to Psychology		3
	Foreign Language**	3	3
	Math/Science Electives***	3/4	3/4
	Free Elective	3	
	Total Credits	15/16	15/16
Second Year			
CM 105	Public Speaking	3	
EN 201	Intermediate Writing		3
	Humanities Elective		3
	Liberal Arts Elective (Humanities, Social Sciences, Math, or Science)	3	
	Math/Science Elective***	3/4	
	Literature Elective****		3
	Psychology Elective	3	
	Social Sciences Concentration Electives*****	3	3
	Free Elective		3
	Total Credits	15/16	15

*However, neither the two early time-period courses (HI 101 and HI 203) nor the two late time-period courses (HI 102 and HI 204) may be taken in the same semester or term. HI courses other than the two required for the program may be taken to fulfill social science elective requirements.

**A minimum of one year of college-level foreign language competency is required but can be waived through demonstrating elementary-level competency in a foreign language. If the language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

***At least three (3) credits in math, three (3) credits in science, and three (3) additional credits in math, science, or computer programming are required. MA 106, MA 107, MA 109, MA 110 or MA 121 will satisfy the minimum college math requirement. MA 107 and a science course with a lab are recommended for transfer.

****Any EN course except EN 001, EN 101, EN 102, EN 201, or ESL courses.

*****In addition to the required Social Sciences courses, students must complete two additional courses in one Social Sciences discipline. Currently, the Social Sciences disciplines with at least two courses are EC, GV, HI, HS, PS, and SO. The two required HI courses and PS 101 may not be included as part of this two-course requirement.

Minimum credits required for graduation--60

LIBERAL ARTS: WOMEN'S STUDIES CONCENTRATION

Associate of Arts Degree (Day and DCE)

The Women's Studies Concentration provides interdisciplinary study of women and society. The Concentration offers an excellent foundation for transfer into a baccalaureate degree major in Women's Studies, yet its liberal arts focus also prepares the student for transfer into most other majors.

		Credit Hours	
First Year		Fall	Spring
EN 101	English I	3	
EN 102	English II		3
	History Elective I (HI 101, HI 102, HI 203, or HI 204)*	3	
	History Elective II (HI 101, HI 102, HI 203, or HI 204)*		3
WS 102	Introduction to Women's Studies		3
	Foreign Language**	3	3
	Math/Science Electives***	3/4	3/4
	Free Elective	3	
	Total Credits	15/16	15/16
Second Year			
CM 105	Public Speaking	3	
EN 201	Intermediate Writing		3
PS 133	Psychology of Women		3
SO 131	Sociology of Womanhood	3	
	Math/Science Elective***	3/4	
	Literature Elective****		3
	Women's Studies Concentration Electives*****	3	3
	Free Electives	3	3
	Total Credits	15/16	15

*However, neither the two early time-period courses (HI 101 and HI 203) nor the two late time-period courses (HI 102 and HI 204) may be taken in the same semester or term. HI courses other than the two required for the program may be taken to fulfill social science elective requirements.

**A minimum of one year of college-level foreign language competency is required but can be waived by demonstrating elementary-level competency in a foreign language. If the language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

***At least three (3) credits in math, three (3) credits in science, and three (3) additional credits in math, science, or computer programming are required. MA 106, MA 107, MA 109, MA 110 or MA 121 will satisfy the minimum college math requirement. MA 107 and a science course with a lab are recommended for transfer.

****Any EN course except EN 001, EN 101, EN 102, EN 201, or ESL courses.

*****As part of the Women's Studies Concentration, students must complete any two of the following courses: EN 187 Women Writers; EN 185 Images of Women in Literature; HI 132 Women in History: The United States; HI 133 Women and the Law in United States History; SO 103 The Family; or SO 121 Social Justice, Race, and Gender Issues in American Society. If the student takes either EN 187 Women Writers, or EN 185 Images of Women in Literature, then a free elective may be substituted for the Literature Elective requirement. Students in the College Honors Program and taking IS 200 (second-year Honors Colloquium) may substitute the fourth semester of foreign language for one of the two Women's Studies Concentration electives.

Minimum credits required for graduation--60.

MEDICAL ASSISTANT

Associate of Science Degree (DCE-New Bedford Campus)

The Medical Assistant program prepares students with the administrative and clinical knowledge and skills necessary to assume responsibilities in the modern hospital and medical office. Students participate in an internship during their last year, thus gaining valuable first-hand experience.

		Credit Hours
First Year		
AA 223	Introduction to Microsoft Word	3
EN 101	English I	3
EN 102	English II	3
MA 106	Elementary Algebra*	3
ME 102	Administrative Procedures for the Medical Office	3
ME 205	Clinical Assisting I	3
PS 101	Introduction to Psychology	3
SC 101	Anatomy and Physiology I	4
SC 102	Anatomy and Physiology II	4
	Social Sciences Elective	3
	Total Credits	32
Second Year		
CM 105	Public Speaking	3
LA 121	Law and Ethics of Health Care	3
ME 190	Medical Assistant Internship	4
ME 201	Medical Terminology	3
ME 206	Clinical Assisting II	3
ME 213	Medical Insurance Billing	3
ME 225	Medical Record Transcription	3
SC 141	Introduction to the Study of Disease	3
SC 221	Introduction to Pharmacology	3
	Humanities Elective	3
	Total Credits	31

*A higher level of math (MA 107, MA 109, MA 110 or MA 121) may be substituted.

Minimum credits required for graduation--63.

Program Requirements

PARALEGAL STUDIES

Associate of Science Degree (DCE)

Through education and training in the areas of liberal arts, computer applications, and substantive and procedural law, graduates of the Paralegal Studies program are qualified to provide legal support in a variety of professional settings that is customarily, but not exclusively, performed by a lawyer. These include law offices, corporations, and state and federal governmental agencies. Fisher College has partnered with a major Boston law firm where qualified second-year students can choose to gain real-world experience through internships. As student members of the Massachusetts Paralegal Association, networking and lifelong learning in the paralegal profession is practiced. Graduates are able to work under the supervision of an attorney and have demonstrated competencies to handle specific functions in practice areas that do not require a law degree.

		Credit Hours
First Year		
CS 101	Computer Concepts and Applications	3
EN 101	English I	3
EN 102	English II	3
GV 105	The American Legal System	3
LA 204	Business Law	3
LA 107	Criminal Law	3
MA 106	Elementary Algebra*	3
PS 101	Introduction to Psychology	3
	Math/Science Elective	3/4
	Free Elective	3
	Total Credits	30/31

		Credit Hours
Second Year		
BU 103	Business Communication	3
CM 105	Public Speaking	3
CS 108	Advanced Computer Applications	3
EC 101	Macroeconomics	3
LA 190	Legal Internship	3
LA 203	Law Office Management	3
LA 205	Legal Research and Writing	3
LA 207	Litigation for Paralegals	3
	Humanities Elective	3
	Free Elective	3
	Total Credits	30

*A higher level of math (MA 107, MA 109, MA 110 or MA 121) may be substituted.

Minimum credits required for graduation--60.

PSYCHOLOGY
Associate of Arts Degree (Day and DCE)

The Associate of Arts Degree in Psychology provides the student with a solid background for pursuit of a baccalaureate degree in psychology. Core psychology courses, psychology electives, and a statistics course prepare the student to enter the upper-level baccalaureate courses. This degree also provides an adequate base for the student entering other majors, particularly in the social sciences.

		Credit Hours	
First Year		Fall	Spring
CM 105	Public Speaking		3
EN 101	English I	3	
EN 102	English II		3
MA 121	Basic Statistics		3
PS 101	Introduction to Psychology	3	
PS 105	Human Development		3
	Foreign Language**	3	3
	Math/Science Elective***	3/4	
	Free Elective	3	
	Total Credits	15/16	15
Second Year			
EN 201	Intermediate Writing		3
	History Elective I (HI 101, HI 102, HI 203, or HI 204)*	3	
	History Elective II (HI 101, HI 102, HI 203, or HI 204)*		3
PS 102	Psychology of Personality	3	
	Humanities Elective	3	
	Math/Science Elective***	3/4	
	Literature Elective****		3
	Psychology Electives	3	3
	Free Elective		3
	Total Credits	15/16	15

*However, neither the two early time-period courses (HI 101 and HI 203) nor the two late time-period courses (HI 102 and HI 204) may be taken in the same semester or term. HI courses other than the two required for the program may be taken to fulfill social science elective requirements.

**A minimum of one year of college-level foreign language competency is required but can be waived by demonstrating elementary-level competency in a foreign language. If the language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

***At least three (3) credits in science, and three (3) additional credits in math (MA 106, MA 107, MA 109 or MA 110) science, or computer programming are required. MA 107 and a science course with a lab are recommended for transfer.

****Any EN course except EN 001, EN 101, EN 102, EN 201 or ESL courses. A student who is taking the Second-Year Honors Colloquium and four semesters of foreign language may substitute the fourth semester of foreign language for the literature elective.

Minimum credits required for graduation--60.

Program Requirements

EARLY CHILDHOOD EDUCATION

Certificate Program (DCE)

The Early Childhood Education Certificate Program introduces students to a broad base of theoretical and practical knowledge about the intellectual, emotional, social, and physical development of children from birth through the preschool years. Students participate in an internship thus gaining valuable first-hand experience. Upon completion of this program, students will meet the requirements for teacher certification through the Massachusetts Office of Early Education and Care.

		Credit Hours
First Year		
CS 101	Computer Concepts and Applications	3
ED 103	Introduction to Early Childhood Education	3
ED 116	Health, Safety, and Nutrition for Young Children	3
ED 121	Preschool Curricula	3
ED 200	Infant/Toddler Internship	
	or ED 201 Preschool Internship	4
ED 204	Strategies for Children's Behavior	3
ED 205	Children with Special Needs	3
EN 101	English I	3
PS 101	Introduction to Psychology	3
PS 103	Child Development	3
	Total Credits	31

Minimum credits required for graduation--31.

MEDICAL ASSISTANT

Certificate Program (DCE-New Bedford & North Attleboro)

This Certificate Program provides a strong foundation in the career of medical assisting, preparing students with the administrative and clinical knowledge and skills necessary to assume responsibilities in the medical profession.

		Credit Hours
AA 223	Introduction to Microsoft Word	3
EN 101	English I	3
ME 102	Administrative Procedures for the Medical Office	3
ME 190	Medical Assistant Internship	4
ME 201	Medical Terminology	3
ME 205	Clinical Assisting I	3
ME 206	Clinical Assisting II	3
ME 213	Medical Insurance Billing	3
SC 101	Anatomy and Physiology I	4
SC 102	Anatomy and Physiology II	4
SC 221	Introduction to Pharmacology	3
	Total Credits	36

Minimum credits required for graduation--36.

Program Requirements

MEDICAL CODING

Certificate Program (DCE)

The Medical Coding Certificate Program prepares students for challenging coding positions in hospitals, clinics, ambulatory surgery centers, insurance companies and other settings within which diagnostic and procedural data are coded in ICD-9-CM and CPT for reimbursement purposes. Credits in this program are fully applicable to the Associate of Science degree in Health Information Technology program.

		Credit Hours
CS 101	Computer Concepts and Applications	3
EN 101	English I	3
HT 101	Introduction to Health Information Technology	3
HT 211	Basic ICD-9-CM Coding	3
HT 212	Basic CPT Coding	3
HT 213	Advanced Medical Coding	3
HT 251	Health Care Reimbursement Methodologies	3
HT 282	Medical Coding Professional Practice	2
ME 201	Medical Terminology	3
SC 130	Essentials of Anatomy and Physiology	4
SC 141	Introduction to the Study of Disease	3
SC 220	Essentials of Pharmacology	1
	Total Credits	34

Minimum credits required for graduation--34.

▼Course Descriptions

Not all courses are available in both divisions or at all locations.

ACCOUNTING

AC 121 Financial Accounting 3

Prerequisite: MA 003 or higher math placement.
This course is an introduction to accounting with an emphasis on preparing financial statements such as the balance sheet, income statement and the statement of retained earnings. The course will focus on the conceptual framework involved in processing accounting transactions; applying accrual and adjusting entries; processing end-of-period accounting entries; and an introduction to financial statement analysis. Other topics are included in the course: accounting for merchandise operations, inventories, long-term assets, and contributed capital.

AC 122 Managerial Accounting 3

Prerequisite: AC 121 and CS 101, with C- or better.
This course is a continuation of Financial Accounting (AC 121), with primary emphasis on the planning, control and decision-making functions of management. The course will focus on the purposes and uses of the statement of cash flows; determining the costs of a product through job order and process costing systems, analyzing a product's cost-volume-profit and variable costing to determine its break-even point; and preparing a budget and analyzing variances to evaluate management performance. Capital expenditure decision making will also be discussed and analyzed.

AC 190 Accounting Internship 3

Prerequisites: AC 121, AC 122, and AC 203, all with a grade of C or better.
A supervised work experience (minimum of 120 hours) for a second year student in an accounting environment, providing an opportunity to apply the foundations in accounting from prior courses.

AC 203 Computer Based Accounting 3

Pre/Co-requisite: AC 121.
This course is designed to provide the student with a knowledge of and appreciation for integrated accounting software used by small businesses. Emphasis is placed on the set-up, maintenance, closing of the books and the analysis of the financial statements. The course uses problem simulations to ensure the total understanding of the software.

AC 201 Intermediate Accounting I 3
Pre/Co-requisite: AC122 with a grade C or better.
This course examines the conceptual framework for accounting as the theoretical basis for addressing financial statement reporting issues. It constitutes the principal foundation course for accountants. An in-depth analysis of the application of generally accepted accounting principles are reviewed, with emphasis on the preparation of financial statements and their use in the decision making process. Particular focus will be placed on the nature of assets, their recognition, measurement and financial statement disclosure.

AC 202 Intermediate Accounting II 3
Pre/Co-requisite: AC201 with a grade C or better.
This course is the second course in the Intermediate Accounting sequence. It continues to develop accounting theory, using principles, concepts, and accounting pronouncements to analyze and resolve accounting issues. The nature, recognition, measurement, and disclosure requirements of liabilities will be examined. Additionally, students acquire an understanding of issues unique to corporations and will complete the study of the balance sheet by examining debt and equity issues. Preparation and use of the statement of cash flow will also be considered.

AC 204 Income Taxes 3
Prerequisite/Co-requisite: AC 121.
This course presents a comprehensive explanation of the federal structure and the accepted practice used in applying tax principles in specific areas as they relate to the preparation of federal income tax returns for individuals.

AC 301 Accounting Information Systems 3
Prerequisite/Co-requisite: AC 201 with a grade of C or better.
This course examines the role of accounting information systems (AIS) in achieving organizational objectives. The course addresses concepts and applications relating to the design, implementation, and operation of contemporary computer based accounting systems. The role of e-commerce, Internet-based technologies, internal controls and security issues are examined throughout the course.

AC 401 Auditing 3
Prerequisite/Co-requisite : MA 121, AC 202 and AC 301 with a grade of C or better.
This course will examine auditing and assurance from economic, informational, and regulatory perspectives. The primary objective of the course is to introduce and develop a broad theoretical understanding of fundamental auditing concepts (including such concepts as assertions, audit risks, materiality, risk assessment, client acceptance, planning, internal control, evidence, reporting, audit quality, etc.). The code of professional conduct, the responsibility of the auditor and preparation of the auditor's report will also be explored.

ADMINISTRATIVE ASSISTANT

AA 102 Intermediate Keyboarding 3
Prerequisite: AA 223 or Placement Test.
This course is designed to continue the development of basic keyboarding skills. Emphasis will be placed on improving speed and accuracy. The final minimum speed goal is 120 words in three minutes.

AA 190 Administrative Assistant Internship 3
Prerequisites: AA 102, AA 223, and completion of at least one-half of the credits required for a certificate or degree.
A supervised work experience (minimum of 120 hours) for students in an office providing an opportunity to apply business skills and knowledge learned in the classroom. An overall cumulative grade-point average of 2.0 is needed.

AA 223 Introduction to Microsoft Word 3
This course focuses on learning the keyboard and develops proper keyboarding technique, speed, and accuracy. It introduces the Windows environment and basic word processing skills, such as editing, saving, changing appearance, using spell check, and printing, using Microsoft Office. Formatting for basic business documents, such as letters, memoranda, resumes and business reports, is also covered. Ergonomics, health issues in the workplace, and computer concepts, including e-mail, are discussed as related to working with the computer. Lab time outside of class will be required.

AA 224 Advanced Word Processing 3
Prerequisite: AA 223.
This course is designed to give students intensive training in word processing applications that are commonly found in business. Students will learn to process documents such as letters, tables, memos, and reports. Students will also explore the advanced capabilities of word processing software including desktop publishing and Microsoft PowerPoint.

ANTHROPOLOGY

AN 101 Introduction to Anthropology 3
This course is designed to introduce the student to the discipline of anthropology and to the concept of culture. While most attention is paid to cultural anthropology, other subfields in the discipline, such as physical anthropology, linguistics, and archeology, are examined. A library component is included.

BUSINESS

BU 101 Introduction to Business 3
This course will survey the challenges, social responsibilities, and ethics of business. The student will acquire a broad overview of American and international business with emphasis on marketing, accounting, finance, management, human resources, advertising, production, computers and MIS, business law, government regulations, and the international climate of business. Through simulation and case study the student will make business decisions dealing with marketing, management, and promotion.

BU 103 Business Communication 3
Prerequisite: EN 101.
A practical application of writing skills developed in EN 101. This course presents the opportunity to develop clear and concise written and oral responses to a variety of situations in a business setting. Emphasis will be placed on the creation of prompt, well-organized, and flawless communication within a structured format. Additional study will focus on developing oral communication skills and creating effective visual aids using Microsoft PowerPoint.

COMMUNICATION

CM 101 Introduction to Mass Communication 3

This course surveys the dynamics of mass communication and media in the computer age. All aspects of the media — history, ethics, organization, and career opportunities in print and electronic media are covered through reading and class work. After gaining perspective through reading and class discussion of the nature and history of mass communication, students proceed to class work involving print media — including newspapers, magazines, and book publishing; and electronic/digital media — including radio, sound recording, motion pictures, television and the Internet/World Wide Web. A library component is included.

CM 105 Public Speaking 3

An introductory course in communication and oral presentation skills; students will explore the theory and process of human communication. Emphasis is placed on oral and written communication, organization of thoughts and materials, and techniques of public presentation. A library component is included.

CM 201 Persuading and Influencing 3

Prerequisite: EN 101 and CM 105.

This course focuses on developing effective arguments. Topics include inductive and deductive reasoning, recognizing errors in reasoning and evaluating evidence, verifying facts and determining assumptions, problem solving, the "motivated sequence" salesmanship, and interviewing techniques. A library component is included.

CM 203 Media Writing 3

Prerequisite: EN 102.

This course introduces students to the fundamental skills of information gathering, writing, and copy editing for the mass media. Covers AP and other writing styles that students will eventually be expected to master to gain recognition as competent communicators. Includes news stories, press releases, web content, and opinion articles. A library component is included.

CM 205 Introduction to Digital Documentary Production 3

Pre/co-requisite: EN 102.

This course explores the elements of documentary productions, including theory, style, ethics, and technologies. Students will plan and produce their own short documentaries using current digital camera and camcorder technology and linear digital editing software.

CM 210 Introduction to Journalism 3
Pre/co-requisite: CM 203.
This course introduces the skills and knowledge relevant to the practice of professional journalism. It introduces students to the fundamentals of news writing, explaining the variations in format between writing for print, radio, television and for on-line publications. It describes basic reporting skills, including research for journalism, interviewing and text preparation. It outlines the professional function of journalists and describes the range of professional contexts in the journalism industry.

CM 300 Communication Theory 3
Prerequisites: EN 102.
This course will provide an overview and critique of the major theoretical perspectives and models that are vital to understanding communication and interpersonal human behavior. The course will cover not only major ideas, such as Aristotle's rhetoric or Roland Barthes' semiotics, but also will examine the more specific, contemporary concepts of the twentieth and twenty-first centuries. A library component is included.

CM 315 Advanced Reporting 3
Prerequisite: CM 210.
This course explores the principles and techniques of developing and creating enterprising, heavily researched journalistic work for the mass media. Students produce in-depth work for newspapers, magazines, and the World Wide Web. Extensive group work is required. A library component is included.

CM 350 Analysis of Documentary Media 3
Prerequisite: CM 205 or EN 102. In addition, completion of a literature course is recommended.
A historical survey of documentary practices in film and a discussion of the ethical and ideological issues raised by the genre. Subgenres considered will also include ethnographic approaches and reality TV. By critiquing a wide range of documentary motion pictures, students will gain new tools for media analysis, historical reference, and production methodology. A library component is included.

CM 400 Media Criticism 3
Prerequisite: Junior standing and pre/co-requisite EN 201. In addition, completion of a literature course is recommended.
This course provides an introduction to different contemporary approaches to the study of media and examines a wide spectrum of traditions, theories and debates such as: Marxism, political economy, semiotics, psychoanalysis, and feminism in relation to a range of media texts (radio, film, television, popular music, print, advertising, public relations, journalism, sports, and the Internet). The focus will be on the insights and limitations these approaches offer in understanding media culture — the meanings we take from the media, our everyday interactions with it, and its global impact. A library component is included.

CM 425 Media Ethics 3
Prerequisite: Junior Standing.
This course provides a series of lectures and topic driven discussions focusing on ethical and moral dilemmas in the field of communication. Surveys the major legal and ethical problems in news, publications advertising, publications and entertainment media; includes case studies and moral reasoning on confidentiality, privacy, conflicts of interest, deception, violence, and pornography. A library component is included.

CM 435 Independent Projects in Media Studies 3
Prerequiste: Completion of 60 credits toward Communication and Media Studies degree or permission of the Program Director.
Independent study in media studies topics under faculty supervision.

CM 450 Senior Seminar 3
Prerequisites: Completion of 90 credits toward Communication and Media Studies degree or Permission of the Program Director.
Students will explore the process of examining a question about communication and media studies developing their own unique research or creative project designed to answer the question. The intent of this course is to apply the skills and understanding of communication that students have acquired in the Communication and Media Studies program to the process of exploration, discovery and creativity. The skills students apply in this course have applicability to a wide range of professional activities, which students will be called upon to perform in their careers. The course will be conducted in a seminar format, which means each student is expected to participate as a speaker and listener. Students will have the responsibility of presenting information to each other, and in actively exploring the information presented by others. A library component is included.

CM 460 Internship 3
Prerequisite: Requires completion of 90 credits toward Communication and Media Studies degree or permission of the Program Director.
Supervised field experience at professional media outlets.

COMPUTER SCIENCE

CS 101 Computer Concepts and Applications 3
This course provides an overview of the capabilities, use and limitations of computers. The major types of software packages are discussed: operating systems, word processors, database systems, spreadsheets and communications packages. Applications of computers in the areas of management communications, information systems and education are discussed. Students will perform extensive labs to develop competencies in Word, PowerPoint, Excel and Access.

CS 103 Visual BASIC Programming 3
Prerequisite: One other computer science course or permission of the instructor.
Students will be introduced to the rules of the BASIC programming language and will be taught how to apply the concepts using practical business applications. Sequential, conditional, and repetitive structures will be addressed. Programs will be entered, documented, debugged, and printed.

CS 106 Essential Concepts of E-Commerce 3
E-commerce is a rapidly growing facet of nearly all businesses, new or existing. Students in all programs involving sales, marketing, or retailing may find it valuable to learn the principles of successful e-commerce. Concepts have been established as a result of observing what has been successful and what has been unsuccessful in moving businesses to the Web and establishing new businesses. Some businesses can reach wide markets by establishing Web sites on the Internet, and other businesses can provide enhanced internal communications on intranets. This course introduces students to the principles and concepts of e-commerce. Students should have learned basic Windows and Web navigation skills.

CS 107 Operating Systems 3
This course covers operating system characteristics, design objectives, and structures. Using Windows Vista, the student will explore topics including: user interface; hardware management; memory management, security policies, file system design and maintenance; and system control files. Other

Operating systems such as Mac OS, Unix, Linux, and other Microsoft server products will be discussed.

CS 107 Operating Systems 3
This course covers operating system characteristics, design objectives, and structures. Using Windows Vista, the student will explore topics including: user interface; hardware management; memory management, security policies, file system design and maintenance; and system control files. Other Operating systems such as Mac OS, Unix, Linux and other Microsoft server products will be discussed.

CS 108 Advanced Computer Applications 3
Prerequisite: CS 101 with a C- or better.
This course builds on the computer concepts and skills learned in CS 101. In addition, concepts of networking, operating systems and computer graphics are introduced. Students will gain advanced proficiency in Microsoft Word, PowerPoint, Excel and Access.

CS 125 Introduction to Computer Spreadsheets 3
A hands-on computer approach to spreadsheet analysis, performance management, and graphics. The student will learn how to enter data, develop formulas, correct mistakes, use the special formula functions, print the worksheet, and combine files and graphic data. Upon completion of the course, the student should have the necessary tools to develop worksheets for such applications as personal financial planning, budgets, cost projections, and checkbook registry.

CS 126 Decision Tools with Spreadsheets 3
Prerequisite: CS 125.
Students will learn how to deal more effectively with macros, write menus, and use the extended command language for file access and control. In addition, the translate function will be covered as a means for accessing other databases and spreadsheet program data. Other topics covered include the use of data analysis and data sharing techniques, automation of program keystrokes, and printing techniques for data and graphs.

CS 133 Multimedia and Graphics 3
Students will gain an understanding of the interplay of audio, video, interactivity and graphics in a 2-D and 3-D environment. Lab Projects involving Flash, After Effects, Premiere and Photoshop will allow students to apply concepts learned. Students will create a storyboard and create the various animation or video elements in a group project setting.

CS 139 Introduction to the Internet 3

This course will help the student develop the skills and base of knowledge necessary to use the Internet as an effective tool for research and communication. The emphasis of the class will be the strengths, weaknesses and use of various tools, including e-mail, Web browsers, search engines, Telnet and FTP. This course will culminate with an overview of the skills and base of knowledge necessary to set up and maintain a Web site. The focus will be divided between the fundamentals of Web page design and HTML programming and troubleshooting both hardware and software problems that can disrupt access to the Internet.

CS 190 Computer Technology Internship 3

The primary purpose of an internship is to provide practical experience in a work setting which relates to and enhances the theoretical experience of the classroom. The internship is a learning experience; it is directed by a qualified faculty member and the student receives academic credit and a grade for the experience. The experience entails a minimum of 120 hours and is limited to Computer Technology majors (certificate or degree) who have completed at least half of the credits required for the certificate or degree, including the four required core CS courses, with a minimum cumulative grade-point average (GPA) of 2.0.

CS 205 Computer and Systems Programming I 3

This is the first of a two semester introduction to Computer Science. Concepts of object oriented programming, methods, variables and functions, list and arrays and events. A 3-D storytelling preprogramming software such as Alice 2.0 or Karel J. Robot will be used to provide students a visual method of learning programming. Students will progress into Microsoft Visual Studio 2008 using Visual Basic as the first step object-oriented programming language. Students will be introduced to robot programming and will build the Parallex Boe-Bot Robot Kit in this course. The PBasic Programming language will be used to program the robot for simple behaviors.

CS 206 Computer and Systems Programming II 3
Prerequisite: CS 205 with a C- or better.
This is the second course in a two semester introduction to computer science. Students build upon what the programming concepts learned in CS 205 and extend them in a personal robotic environment. Concepts of robot behavior, sensing, control paradigms, artificial intelligence, social robots, and robot autonomy are discussed. Students will use the Parallex Boe-Bot Robot Kit and program the robot for certain behaviors and functions. Students will progress into Microsoft Visual Studio using C++ as an intermediate object-oriented programming language.

CS 210 Database Design and Management 3
Prerequisite: Any CS 100-level course.
This is a comprehensive database management course using Microsoft Access as the novice software and Microsoft SQL 2008 as the professional database software. Topics will include data normalization, logical and physical schemas, entity relationship diagrams and development of user and technical specifications for a database. Students will develop a professional database project as the culminating activity. As part of the project, students will develop physical and logical schemas, data rules, a graphical user interface and implement them in Microsoft Access 2007 or SQL Server 2008.

CS 231 Computer Networks 3
Prerequisite: Any CS 100-level course.
This course provides a comprehensive understanding of computer networks. Topics covered include data communication concepts, communications switching techniques, network topologies, and network protocols. Advanced topics on network security, wireless networks and protocols and information security policies will also be discussed.

CS 232 Creating Web Pages with HTML 3
Prerequisites: CS 103 and either CS 101 or CS 107.
Students will develop skills in constructing web pages and web sites through tutorials for the computer lab and cases related to business applications. HTML programming standards will be used for web design. Web pages will be designed and documented in accordance with industry standards. Students will gain the foundation of knowledge upon which commercial web design languages are based. This course assumes that students have learned Windows navigation and file management skills and have gained an understanding of programming logic.

CS 234 Web site Programming and Development 3
Prerequisite: Any CS 100-level course.
This course covers topics on XHTML, HTML, Web forms, scripting, graphic-user interface design, and various file graphic formats for the web. Students will develop a professional Web site using Macromedia Dreamweaver and publish their project on the Internet. Web site security, site analysis, version control, document validation, and page analysis, are also covered.

CS 238 Hardware/Software Systems for E-Commerce 3
Prerequisite: CS 231.
E-commerce and the Internet are rapidly growing facets of nearly all businesses today. Networks supporting internets and intranets are becoming a critical resource in those businesses and in the internal operations of large corporations. Students in this course learn to install the appropriate hardware and software networking systems in a microcomputer and Windows operating system environment to support essential client-server activities in e-commerce. Students will work with hardware, install operating system software, and use the operating system to create domains, establish user accounts, and manage resources of the network. Content of the course represents excellent preparation for part of the requirements for Microsoft Certified System Engineer or COMPTIA A+. CS 135 is not a substitute for CS 238.

CS 240 Advanced Web Page Design 3
Prerequisite: CS 234.
This course provides advanced topics in Web page design. It provides and introduction to JavaScript programming. Topics include integrating JavaScript and HTML, creating popup windows, adding scrolling messages, validating forms and enhancing the use of images and form objects. Students must possess knowledge of HTML programming standards and instructions.

CS 241 Web Site Management with Microsoft Access 3
Prerequisite: CS 101 or CS 107.
Intranets, e-commerce, and the internet are rapidly growing facets of nearly all businesses today. Networks supporting internets and intranets are becoming a critical resource in businesses and in the internal operations of large corporations. Students in this course learn to use MS ACCESS on data-driven Web sites in a Windows operating system environment to support essential client-server activities in e-commerce or MIS.

CS 243 Systems Analysis and Design 3
Prerequisite: One CS course.
This case-based course introduces the concepts and practices of analyzing an organization's needs and selecting and implementing appropriate computer solutions. The student will use and build upon word processing, spreadsheet, database and presentation development skills while developing a solution to the course's case problem.

CS 314 Management Information Systems 3
Prerequisite: One CS course.
This course offers the management major an overview of the role computer technology plays in resolving common business problems. The student will explore methods of analyzing problems and developing solutions that take advantage of the strength of automated information systems. Although some of the effort will be devoted to hands-on work with business software, the major emphasis will be on the managerial and strategic aspects of information technology.

CS 400 Project Management 3
Prerequisite: Completion of 90 credits or permission of Program Director.
Future managers will need the skill of project management which encompasses time management, budget management, resource allocation and personnel deployment. The course covers the five traditional phases of project management: Initiation, Planning, Execution, Control and Closeout. The purpose of the course is to develop skills in team dynamics and apply real-world based problem scenarios. Students will research and apply modern management principles, practices, and theory to simulated management issues and scenarios.

CRIMINAL JUSTICE

CJ 101 Introduction to Criminal Justice 3
This course provides an overview of the history and present day operation of the criminal justice process in the United States. Students will analyze the role, responsibility, and authority of each of the components of the system: police, courts, corrections, and the underlying principles and values of justice.

CJ 104 Juvenile Justice System 3
This course traces the historical development of the juvenile justice system and examines how and why youthful offenders and children designated "in need of services" are treated differently from adults.

CJ 108 Criminal Court Process 3
This course provides a comprehensive look at the criminal process from arrest to sentencing. Students will analyze the responsibilities of prosecutors, defense attorneys, bail bondsmen, judges, and the role that each plays in the process. Topics will include: plea bargaining, victim-witness assistance, jury selection, diversion and sentencing options.

CJ 116 Law Enforcement Management 3
This course focuses on police supervision and the problems and processes of police administration as an integral component of the criminal justice system. Students examine and evaluate elements of effective management policies within law enforcement organizations including the recruitment, testing, and training of men and women police personnel. Police organization and bureaucracy is examined in light of effective law enforcement.

CJ 190 Criminal Justice Internship 3
Prerequisite: Completion of at least one-half of the credits required for a certificate or degree.
This course provides a structured and supervised work experience (minimum of 120 hours) in a criminal justice setting. Students have the opportunity to apply the learning outcomes of prior course work and to gain first-hand knowledge in their professional area of interest. A 2.0 overall cumulative grade-point average is needed.

CJ 201 Corrections in America 3
This course provides a historical perspective of punishment and traces its evolution to current correctional practices in the United States. Students will analyze the function and operation of correctional facilities, with particular emphasis on the Massachusetts correctional system.

CJ 202 Criminal Procedure 3
This course examines the criminal justice system by focusing on the trial process from the arrest through final appeal. Students brief and discuss relevant appellate cases dealing with constitutional issues of illegal searches and seizures, self-incrimination, fair trial, punishment, and essential due process issues of the criminally accused.

CJ 203 Probation, Parole, and Community Corrections 3
This course traces the development and role of probation, parole, and other community sentencing alternatives in the criminal justice system. Particular attention is paid to the legal, functional, and administrative aspects of these sanctions, as well as the impact on sentencing practices and offender reintegration.

ECONOMICS

EC 101 Macroeconomics 3
An examination of the macroeconomic factors that influence the activities of consumers, businesses, and government. By analyzing national income, supply and demand, investment and savings, consumption patterns, and monetary and fiscal policy, the student will gain insight into the economic issues of the day. Among these are the causes of inflation, unemployment, recession, and the effects of government policies on the economy. A library component is included.

EC 102 Microeconomics 3
A study of the basic institutions and principles essential to an understanding of an economic system. In microeconomic terms, such concepts as a firm's basic costs, revenues, and potential profit and loss are considered. Each of the four market conditions — perfect competition, monopoly, oligopoly, and monopolistic competition — is analyzed, and its influence on a firm's prices and production level is explained. A library component is included.

EC203 International Economics 3
Prerequisite: EC 101.
This course presents the theoretical foundations of international trade and economics, links concepts of economic development to "real world" economic situations, and examines international finance topics such as the balance of payments and the foreign exchange market. The course examines what nations trade, why they trade, and what advantages they seek to accrue. It explores important historical episodes in international economics, different national strategies for economic development, and international trade agreements. It also presents an introduction to the problems faced by transition economies and the economies of developing nations, as well as the challenges confronting transnational enterprises. Economic variables discussed include financial and currency issues in emerging markets, GNP, inflation, interest rates, income distribution, protectionism, immigration, foreign investment, and the economics of exchange rates.

EARLY CHILDHOOD EDUCATION

ED 103 Introduction to Early Childhood Education 3

An introduction to the field of early childhood education and program planning. The course will study the historical influences and current issues in planning early childhood programs. The specifics of planning quality infant/toddler and preschool programs will be studied including: curriculum goals, teacher roles, design of environments, and parent involvement. Observations in child care centers are an integral part of the course. Replaces ED 211. Only one of these two courses may be applied to a degree program.

ED 104 Early Childhood Education Seminar 1

Prerequisites/Co-requisites: ED 103 and ED 120.

Students will be provided an opportunity to work toward preparation for their first internship experience and future educational and career goals. Students will spend time in a variety of child care settings before their internship experiences begin. A brief review of methods and approaches to teaching and growth and development will be included. The students will work on job interview skills, resume writing and other aspects related to the needs of early childhood educators.

ED 116 Health, Safety, and Nutrition for Young Children 3

This course is intended for students working in an educational setting, for child care providers, and for adults and parents who desire additional information about current concepts in the field of health, safety, and nutrition, and their relationship to the young child.

ED 120 Infant/Toddler Curricula 3

Prerequisite: ED 103.

This course presents a developmentally appropriate curriculum framework for the cognitive/language, physical, and social-emotional development of infants and toddlers. Children's interactions with their environment through exploration, problem-solving, and discovery will be stressed. The role of the adult in creating a safe physical and psychological learning environment with stimulating materials will be studied. Workshops, projects, and observations provide first hand experience.

ED 121 Preschool Curricula 3
Prerequisite: ED 103.
This course presents a curriculum framework for children's cognitive, physical, social, and emotional development. Children's experimentations and interactions with their environment will be explored in such areas as art, music, language and literature, physical science, and block play. The role of the adult in providing appropriate leadership and materials will be studied. Workshops, projects, and observations provide first-hand experience.

ED 200 Infant/Toddler Internship 4
Prerequisite: Completion of one-half the credits required for a certificate or degree, including PS 101 or PS 103, and ED 103 or ED 120. Consent of the Program or Campus Director required for placement.
This supervised practicum (minimum of 150 hours over eight weeks or more) provides students with opportunities to integrate theories of child development with infants and toddlers in group settings. The internship provides experiences consistent with state and national guidelines, including supervision and ongoing group seminars. (Formerly titled Early Childhood Internship I.)

ED 201 Preschool Internship 4
Prerequisite: Completion of one-half the credits required for a certificate or degree, including PS 101 or PS 103, and ED 103 or ED 121. Consent of the Program or Campus Director required for placement.
This advanced supervised practicum (minimum of 150 hours over eight weeks or more) provides students with further opportunities to integrate theories of child development with preschool and kindergarten children. The internship provides experiences consistent with state and national guidelines, including supervision and ongoing group seminars. (Formerly titled Early Childhood Internship II. Only one of these two courses may be applied to a certificate or degree program.)

ED 204 Strategies for Children's Behavior 3
Prerequisite: PS 101 or PS 103.
This course will examine instructional strategies and developmental theory of how children's self image and self control are developed through individual and small group interactions. Course material is drawn from developmental and learning theories for infancy, toddlerhood, and the preschool years. Observations are an important learning tool for this course.

ED 205 Children with Special Needs 3
Prerequisite/Co-requisite: PS 103.
This course is an introduction to the field of early childhood intervention in the education of children with special needs. Helping strategies through understandings of child development, specific special needs, and the adaptation of curricula and environments to these needs will be studied.

ED 209 Early Childhood Advanced Internship 4
This advanced supervised practicum (minimum of 150 hours) provides students with further opportunities to develop professional skills with infants, toddlers, preschool and kindergarten children. The internship provides experiences consistent with state and national guidelines, including supervision and ongoing seminars. For DCE students only; Day Division students wishing to take this course may do so only with permission from the Program Director.

ED 212 Literacy Development in Young Children 3
This course will explore the acquisition and development of language arts in infants, toddlers, and young children. A major emphasis will be placed on methods and materials appropriate for stimulating language development through reading, writing, listening, and speaking.

ED 223 Administering Programs for Children 3
Prerequisites: PS 103, ED 103 and one additional ED course, or EEC Lead Teacher Qualified.
This is a course designed for students who have had experience in children's programs and who seek to become Director qualified. The course will focus on the management functions within children's programs. Included will be financial planning, record keeping, health, safety, and licensing requirements, organizational procedures and policies, and quality programming issues. Community resources as they relate to children and families will be explored. National and State standards and regulations will be examined.

ED 224 Supervision and Personnel Management in Programs for Children 3

Prerequisites: PS 103, ED 103 and one additional ED course, or EEC Lead Teacher Qualified.

A course designed for students who have had experience in children's programs. The course will emphasize the role of the supervisor or mentor in human resource management. Leadership theories and skills will be explored as they relate to working with diverse populations. The principles of staff supervision and performance appraisals as well as staff training and development will be studied. Collaboration with outside resources including parents, social service, and health care professionals in the context of children's programs will be examined.

ENGLISH

EN 001 Preparatory English 6

This course is designed to develop the reading and writing skills required to succeed in English 101. In this course, students learn to use the writing process; to understand and apply grammatical principles; to express ideas in clear, concise sentences and unified, well-developed paragraphs and essays; and to read critically. A library component is included. Credits for this course may not be applied to a degree or certificate program.

EN 101 English I 3

This first-year course is a skills-based introduction to critical reading, writing, and critical thinking. Through interdisciplinary reading assignments, in-class work, and a series of papers, students will develop an approach to analyzing and responding to ideas presented in class in writing and orally. In addition, students will develop their research techniques and their ability to understand the mechanics of writing, including punctuation, grammar, and spelling.

EN 102 English II 3

Prerequisite: EN 101 with a C- or better.

In this first-year course, students apply critical reading, writing, and critical thinking skills to analyze and develop ideas in written and oral forms. Through interdisciplinary reading assignments, a series of papers, a research paper, and an oral presentation, students will evaluate and formulate their own arguments in response to ideas presented in class. In addition, students will continue to develop their research techniques and their abilities understand the mechanics of good writing.

EN 105 Creative Writing 3
Prerequisite/Co-requisite: EN 101.
This course is designed for students seeking to develop their abilities to engage in imaginative writing, including poetry, fiction, and drama. Students will examine the creative methodologies of both traditional and contemporary writers and will learn to apply those methodologies to their own writing. A library component is included.

EN 106 Critical Interpretations of Popular Culture 3
Prerequisite/Co-requisite: EN 101.
This course uses the study of sign and symbol (semiotics) to develop critical distancing and analytical skills related to topics and issues from popular culture. Students will examine various media (such as print, television, film, and video) and investigate such topics and issues as consumerism, gender, ethnicity, AIDS, fashion, and activism. Semiotics provides an interpretative approach to examine popular cultural phenomena, while stimulating development of critical thinking and writing skills. A library component is included.

EN 120 Introduction to Theater 3
Prerequisite/Co-requisite: EN 101.
The drama is studied as art, literature, and intellectual entertainment. A survey is made of the great periods of theater from Ancient Greece to the present, studying great playwrights and their masterpieces. The theater is examined in its reflection of socio-cultural ideas. Students are required to attend professional plays. A library component is included. (Formerly FA 121)

EN 131 Shakespeare: Comedies 3
Prerequisite/Co-requisite: EN 101.
This course analyzes representative comedies of William Shakespeare, often considered the greatest writer in the English language. Biographical detail and background about Elizabethan England will be included where appropriate. Plays likely to be studied include The Taming of the Shrew, The Comedy of Errors, The Tempest, A Midsummer Night's Dream, Troilus and Cressida, Measure for Measure, and Twelfth Night. A library component is included.

EN 132 Shakespeare: Tragedies and Histories 3
Prerequisite/Co-requisite: EN 101.
This course analyzes representative tragedies and histories of William Shakespeare, often considered the greatest writer in the English language. Biographical detail and background about Elizabethan England will be included where appropriate. Plays likely to be studied include Romeo and Juliet, King Lear, Macbeth, Othello, Hamlet, Richard III, and Henry IV, Part I. A library component is included.

EN 146 The American Short Story 3
Prerequisite/Co-requisite: EN 101.
Many critics argue that the short story is the most successfully developed form of American literature. This course will examine the American short story from its beginnings to the present. Attention will be paid to the romantic, realistic, and experimental in American short fiction, as well as to relevant historical background. A library component is included.

EN 180 Masterpieces of Short Fiction 3
Prerequisite/Co-requisite: EN 101.
This course will focus on short fiction by writers from outside the United States. Through close analysis of superior short fiction, students will become aware of the nature of this form and of the ways that writers around the world have grappled with it successfully. Authors likely to be studied include Chekhov, Conan Doyle, Conrad, de Maupassant, Dostoevsky, Flaubert, Joyce, Lessing, Garcia Marquez, Mishima, Munro, Pirandello, and Woolf. A library component is included.

EN 181 Folklore and Fantasy 3
Prerequisite/Co-requisite: EN 101.
This course will examine folklore and fantasy from around the world with attention paid to relevant sociological, historical, and literary-historical background. Modern authors who draw upon elements of folklore and fantasy will be included. Authors likely to be studied include J.R.R. Tolkein, C.S. Lewis, Lewis Carroll, Bram Stoker, Jonathan Swift, Ursula LeGuin, and Madeleine L'Engle. A library component is included.

EN 185 Images of Women in Literature 3
Prerequisite/Co-requisite: EN 101.
This course studies recurring and changing images of women in literature, considering the ways in which such representations either do or do not correspond to our understanding of gender differentiation in the world. The validity of these images and archetypes will be examined, as will the categories and roles occupied by — and symbolic of — women. Authors studied in this course have included Angelou, Brooks, Browning, Jong, Kumin, Rich, Sexton, and Shange. A library component is included.

EN 187 Women Writers 3
Prerequisite/Co-requisite: EN 101.
This course investigates the development of women writers within the western literary tradition, focusing upon dominant themes and genres in this tradition as presented in the works of such writers as Alvarez, Austen, Bronte, Chopin, Dickinson, Gilman, Heilbrun, Kingston, Morrison, Naylor, Silko, and Woolf. A library component is included.

EN 192 Children's Literature 3
Prerequisite/Co-requisite: EN 101.
This course will introduce students to masterpieces of children's literature. Emphasis will be placed on thematic expression, on historical perspective, and on developing a framework for evaluating picture books. Authors likely to be studied include Potter, Milne, and White. A library component is included.

EN 195 Literature on Film 3
Prerequisite/Co-requisite: EN 101.
An examination of works of literature and films based on them. Through careful analysis of both, such aspects of literature as characterization, plot, theme, intentional ambiguity, setting, and symbolism are examined. Works studied in this course have included Emily Bronte's Wuthering Heights; Charlotte Bronte's Jane Eyre; Crane's The Red Badge of Courage; Dickens' A Christmas Carol; Fitzgerald's The Great Gatsby; Roth's Goodbye, Colum bus; Lee's To Kill a Mockingbird; Guest's Ordinary People; Irving's The World According to Garp; Ibsen's A Doll's House; Hansberry's A Raisin in the Sun; Cather's "Paul's Case"; Twain's "The Man That Corrupted Hadleyburg"; and Gaines' "The Sky is Gray." A library component is included.

EN 201 Intermediate Writing: Literature and Research 3
Prerequisite: EN 102.
This course will expand skills developed in EN 101 and EN 102 by introducing you to literature and requiring research and writing based on multicultural themes. Through challenging reading assignments that put literary works in critical contexts, and longer expository and argumentative papers, you will refine your critical thinking and research skills (such as reading comprehension, summary, critique, and synthesis). Library research will be an integral part of written work and classroom discussion.

EN 301 The Art of the Essay 3
Prerequisite: EN 102.
To understand more fully the craft of essay writing, students will learn about the history of this genre and will read nonfiction works by contemporary and traditional essay writers. Through a series of writing assignments, students will produce personal essays that will help them find and develop their own writer's voice. The course will examine essays by such historical and contemporary writers as Lamb, Hazlitt, Addison and Steele, Montaigne, Emerson, Orwell, White, Hoagland, Didion, Welty, and Dillard. A library component is included.

EN 303 Selected Themes in Modern World Literature 3
Prerequisite: EN 102. Recommended pre- or co-requisites are any 100- or 200-level literature course and HI 204 World Civilizations Since 1500.
Using representative works in English or English translation, this course will examine one specific theme as presented in fiction, poetry, drama, and non-fiction prose from various countries around the world since 1900. Although a myriad of themes are available, some examples include nationalism, love, quest for freedom, exploration, existentialism, religion, human rights, the concept of a "Third World," colonialism, business and technology, empowerment, enfranchisement, tourism, global cooperation, the role of art in society, family, gender, and popular culture. The course may not be repeated for credit but may be repeated once for a higher grade.

EN 345 Major American Novels and Novelists of the Twentieth Century 3

Prerequisite: EN 102. In addition, completion of at least one 100- or 200-level literature course is recommended.

This course will study major American novelists of the twentieth century and their responses to major themes and events of the century. Through reading and analyzing selected major novels, students will gain an understanding of the novel, of the novelist, and of the twentieth century, both historically and socially. The course examines such themes as the American Dream, the minority experience, women's rights, and the individual in the business world. It also examines such major events as World War I, prohibition and the "Roaring Twenties," the Great Depression, World War II, the Vietnam War, and the Civil Rights Movement of the 1960s. In addition, students will become aware of the major novelists and literary trends in twentieth-century America. A library component is included.

EN 355 Selected Themes in American Literature 3

Prerequisite: EN 102. In addition, completion of at least one 100- or 200-level literature course is recommended.

This course will examine one specific theme as presented in American fiction, poetry, drama, and non-fiction prose. Themes such as the following may be selected: the search for an American identity; technology and American society; the rebel in American society; the outcast in America; American utopias; American individualism; the American Dream; the American business world; the minority in America; the "American Adam," the West/East contrast in America; or pioneer women and men in America. The course may not be repeated for credit but may be repeated once for a higher grade. A library component is included.

Topics in Literature

Based on student interest, topics such as Science Fiction (EN 135), Twentieth-Century American Drama (EN 143), The Voices of Ancient Greece and Rome (EN 151), and Detective Fiction (EN 182) will be offered.

FASHION MERCHANDISING

FM 102 Fashion Merchandising 3

This course is an introduction to the fashion business through a study of fashion principles, procedures, terminology, and the development of fashion trends. The use of current fashion and merchandising news as it relates to designers provides insight into the various aspects of the business such as accomplishments on Seventh Avenue, the collections of couture designers, trends in the fashion media, and important developments in retail operation.

FM 105 History of Costume 3

This course is an overview of the development of fashion from its beginning to the late nineteenth century. The sociological implications of fashion are studied through the use of historic events, the mores of the culture, as well as political influences on costume. Emphasis is placed on the importance of values, customs, and timing in the recurrence of style.

FM 106 Visual Merchandising 3

This course incorporates design principles with display techniques. Interior and window displays, mannequin dressing, and other practical applications of visual selling are emphasized. Elements of design that are studied include line, proportion, and balance. Demonstrations, field experience and comparative studies are included.

FM 160 Clothing Construction I 4

Co-requisite: FM 161.

In Clothing Construction I students will complete practical projects in fabricating garments where they will learn principles and techniques of garment construction. They will be instructed in cutting, matching, hand sewing and industrial machine stitching, combined with training in lining, pressing, detailing and finishing a skirt and a blouse.

FM 161 Pattern Making I 4

Co-requisite: FM 160.

In Pattern Making I students will complete practical projects in pattern drafting where they will create flat patterns and muslin garments for a basic skirt and a blouse. In addition, students will produce patterns for a variety of skirt, bodice, and sleeve styles.

FM 170 Clothing Construction II 3
Prerequisites: FM 160 and FM 161.
This course is a continuation of Clothing Construction I. Students will construct a blouse and trousers. Each student will create these garments after selecting and preparing appropriate fabric. There will also be advanced instruction in cutting, matching, hand sewing and industrial machine stitching, combined with lining, pressing, detailing, and finishing garments.

FM 171 Pattern Making II 3
Prerequisites: FM 160 and FM 161. Co-requisite: FM 170.
This course is a continuation of Pattern Making I. Students will concentrate on the principles, techniques, and practice of making patterns for blouses and trousers. Each student will complete practical projects in pattern drafting where they will create flat patterns and muslin garments for a blouse and trousers. In addition, students will produce patterns for a variety of pants, bodice, and sleeve styles.

FM 200 Fashion Merchandising Internship 3
Prerequisite: A 2.3 GPA and completion of 30 credits in the Fashion Merchandising program or permission of the Fashion Institute Chair.
An elective work experience (minimum of 120 hours) for second-year Fashion Merchandising students in a retail/fashion-related establishment. Each student is required to formulate a resume, write an introductory cover letter, participate in professional interviews, and set objectives for the work experience. In addition to self-evaluation through a journal, the intern is assessed by the site supervisor and the faculty advisor.

FM 201 Fundamentals of Apparel Design 3
An introduction to the process of designing apparel. Basic elements of line, color, and design are applied to weekly projects. Students will follow key merchandising procedures from design conception to marketing their garments for a particular customer. Sources of inspiration, color forecasting, presentation techniques, and portfolio development are emphasized. A museum visit to study art as design inspiration is required.

FM 205 Fashion Illustration 3
Co-requisites: FM 160 and FM 161.
The objective of this course is to explore illustration techniques for the fashion industry. A variety of media will be used, including pen, pencil, markers, and color washes. Focus will be on individual illustrative style, which will be enhanced by studying and analyzing well-known fashion illustrators.

FM 208 Fashion Coordination 3
This is a workshop experience centered on the presentation of fashion. Students analyze sources of information and apply their findings through involvement in fashion presentations with a culminating experience based on the production of one large professional fashion show. This course develops an understanding of planning, promoting, and coordinating fashion presentations. Also studied is the identification of fashion trends and their development.

FM 209 Retail Buying 3
Prerequisites: FM 102 and FM 220.
In this course the student is introduced to the development of merchandising techniques through the practical application of math, buying, advertising, promotion, display, management, selling, operations and control. These aspects are studied in relation to increasing customer service and profit margin. A computerized inventory control package is integrated into this course.

FM 220 Retail Management 3
Prerequisite: FM 102, or permission of Program Director.
The strategic approach to retailing, and planning to meet objectives is the basis of sound retail management. This course examines the management strategies within the retail industry. The key topics include market research, target customer identification, store location analysis, merchandise management, the impact of retailing on the economy, promotional strategies, human resource and financial management. A detailed plan including web-site and internet channels of distribution for a prospective retail operation is required.

FM 225 Textile Science 3
Prerequisites: FM 102 or FM 160 and FM 161.
A comprehensive study of textiles with emphasis placed on consumer information. The student is introduced to all of the stages of textile production from the development of fibers through the finished consumer product. The student also examines the effects of fabric finishes, uses, care, and treatment, and becomes aware of related laws governing manufacture and labeling. An extensive laboratory component includes physical, chemical, and optical procedures to evaluate the properties of a wide range of fabrics.

FM 280 French Draping 3
Prerequisites: FM 170 and FM 171.
Students will manipulate, mold, and shape fabric through the use of the draping method. The basic skirt and bodice are draped to develop the knowledge and skills needed to interpret more complex designs.

FM 281 Tailoring 3
Prerequisites: FM 170 and FM 171.
Students will build upon the flat pattern foundations developed in FM 171 and the construction technique developed in FM 170. The focus of this course will be drafting a dress and tailored jacket design. Classic collar and sleeve variations will be explored. These elements will then be incorporated into the construction of an originally designed tailored jacket and dress.

FM 290 Knitwear Construction and Pattern Making 3
Prerequisites: FM 170 and FM 171.
Students will design and construct active wear made exclusively of knitted fabrics. Basic patterns will be adapted for knitwear foundations to compensate for the stretch factor. Students will also draft a foundation appropriate for form-fitting designs.

FM 301 Fashion Advertising and Sales Promotion 3
Prerequisites: MK 201 and FM 102 or completion of 30 credits in the Fashion Merchandising program or permission of the Fashion Institute Chair.
This course explores the function of promotional and in-house advertising through the channels of traditional media and marketing activities that stimulate consumer purchasing and retailer effectiveness. The student will focus on the importance of visual merchandising in three dimensional display and print layout. The effect of direct mail on the target customer, the message in ad copy, and the power of Internet advertising will also be examined in the process of selling. As a culminating experience, the student will develop an ad campaign that incorporates a variety of promotional tools and techniques.

FM 310 Topics in Fashion Merchandising 3
Prerequisites: CS 101, FM 102, FM 209, and FM 220.
Topics in Fashion Merchandising will provide the student with in depth knowledge of important and current topics in fashion merchandising. Topics to be discussed may include, but are not limited to, gaining an international perspective and framework for managing in different legal, social, cultural and economic environments for the distribution of consumer goods worldwide. Effective management, strategic planning, marketing, operations, human resources, and financial management across borders will be examined. The increasing influence of electronic commerce and the impact of culture on planning, organizing, leading and controlling will be considered through case study and simulation.

FINANCE

FI 101 Introduction to Finance 3
Prerequisite/Co-requisite: AC 121.
This first course in finance will cover financial institutions, investments, and corporate finance. The course will provide students a basic knowledge of the financial alternatives for investing money, the different types of investments, and the budgeting process.

FI 201 Principles of Business Finance 3
Prerequisite/Co-requisite: AC 121.
This course surveys major concepts and principles of business finance and focuses on basic financial principles such as: time value of money, risk and return, tradeoffs, valuation of assets and financial securities. Other topics include financial statement analysis, working capital management; cost of capital and international finance.

FI 206 Managerial Finance 3
Prerequisites: AC 121, FI 101, and CS 125.
The principle focus of the course is on the decisions and actions that are undertaken in the light of the firm's business objectives. Certain key concepts and commonly used tools of financial analysis are developed, such as, ratio analysis, sources and the use of funds analysis, financial control techniques, working capital, financing of business needs, and capital structure. The course ends with capital project analysis.

FI 208 Financial Planning and Budgeting 3
Presents and overview and analysis of common and important financial issues facing individuals and families throughout the lifespan, recognizing that financial problems frequently contribute to the personal and familial troubles that human services professionals seek to address. Key topics include: financial planning and goal-setting based on family values; family budgeting, cash management, and record-keeping; the time value of money; savings; consumer credit; insurance; rent and home ownership transportation costs; education costs; purchasing decisions; investments; taxes; retirement; the transfer of assets; and estate planning. The course also addresses the use of personal and family resources to address financial crises and emergencies, and the attainment of financial security.

FI 290 Finance Internship 3
Prerequisites: FI 101, FI 205, and FI 206.
A supervised work experience with a minimum of 120 hours for a second year finance major. The internship will provide the opportunity to apply the knowledge of finance gained in prior courses. A grade of C+ is required in all prior finance courses.

Topics in Finance
Based on student interest, topics such as Principles of Investment (FI 205) will be offered.

FINE ARTS

FA 101 Drawing, Painting, and Visual Fundamentals 3
This course explores elementary disciplines in drawing and painting from life, with emphasis on personal creative development. Basic problems in color and composition are presented. Outside work and the purchase of art supplies will be required. No previous art experience is necessary. A library component is included.

FA 102 Introduction to Painting 3
An introduction to the fundamentals of acrylic painting. The course covers color mixing, application techniques, and composition principles. Students will paint still-life and design problems and will also work from the imagination. No previous art experience is necessary. A library component is included.

FA 103 Line, Color, and Design 3
This course explores the principles underlying effective design. The student is introduced to the dynamics of line, arrangement, and the development of form through color. No previous art experience is necessary. A library component is included.

FA 111 History of Art: Beginnings to the Renaissance 3
A chronological survey of the visual arts (painting, sculpture, and architecture) from prehistory through the Renaissance, with emphasis on major artists and works of each period. Forms, styles, and themes will be viewed in the context of contemporaneous social, political, and economic influences. A library component is included.

FA 112 History of Art: Renaissance to the Present 3
A chronological survey of the visual arts (painting, sculpture, and architecture) from the early Renaissance to the twentieth century, with emphasis on major artists and works of each period. Forms, styles, and themes will be viewed in the context of contemporaneous social, political, and economic influences. A library component is included.

FA 125 Introduction to Acting 3
This course is an exploration into the basic methods of the craft of acting. The student will develop skills in creative self-expression and performance discipline. Sensory awareness, relaxation techniques, improvisation, character and script analysis, monologue and scene study, and evaluation are some of the areas addressed in the course. A library component is included.

FA 131 Introduction to Music Listening 3
Beginning with the elements of music, the forms and styles of what is generally considered to be serious or classical music will be viewed in a historical perspective, emphasizing perceptive listening to the works of major composers in each period studied. Where appropriate, references to modern and "pop" music will be made. A library component is included.

FOREIGN LANGUAGE

FL 101 Elementary French I 3
An introduction to the French language. Conversation, pronunciation, reading, writing, and grammatical construction are stressed in classroom discussions, outside readings, and language tapes. A library component is included. May not be taken for credit if an upper-level French course has been completed.

FL 102 Elementary French II 3
Prerequisite: FL 101 or Placement Test.
This course continues with the use of French in classroom discussions, outside readings, and language tapes. A library component is included. May not be taken for credit if an upper-level French course has been completed.

FL 121 Elementary Spanish I 3
An introduction to the Spanish language. Conversation, pronunciation, reading, writing, and grammatical construction are stressed in classroom discussions, outside readings, and language tapes. A library component is included. May not be taken for credit if an upper-level Spanish course is completed.

FL 122 Elementary Spanish II 3
Prerequisite: FL 121 or Placement Test.
This course continues with the use of Spanish in classroom discussions, outside readings, and language tapes. A library component is included. May not be taken for credit if an upper-level Spanish course has been completed.

FL 201 Intermediate French I 3
Prerequisite: FL 102 or Placement Test.
Review of fundamental grammar principles and vocabulary followed by intensive development of all aspects of language competency. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. A library component is included. May not be taken for credit if an upper-level French course has been completed.

FL 202 Intermediate French II 3
Prerequisite: FL 201 or Placement Test.
This course continues with an intensive development of all aspects of language competency, including readings in geography, history, and culture. A library component is included. May not be taken for credit if an upper-level French course has been completed.

FL 221 Intermediate Spanish I 3
Prerequisite: FL 122 or Placement Test.
Review of fundamental grammar principles and vocabulary followed by intensive development of all aspects of language competency. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. A library component is included. May not be taken for credit if an upper-level Spanish course has been completed.

FL 222 Intermediate Spanish II 3
Prerequisite: FL 221 or Placement Test.
This course continues with an intensive development of all aspects of language competency, including readings in geography, history, and culture. A library component is included. May not be taken for credit if an upper-level Spanish course has been completed.

GEOGRAPHY

GE 103 World Geography 3
An introduction to the discipline of geography as the study of the relation of people to their environment, both physical and cultural. Special attention is paid to the relationship of climate, topography, and natural resources to regional differences in political and economic activities. A library component is included.

GOVERNMENT

GV 101 American Government 3
An analysis of American democratic institutions and the process of American government with emphasis on the decision-making process, including political parties and pressure groups, Congress, the Presidency, the Supreme Court, and voting patterns and behaviors. A library component is included.

GV 104 American Foreign Policy 3
This course examines American foreign policy with a focus on the cultural, political, and economic forces that have shaped it. The course traces the evolution of American foreign policy in order to establish a context for exploration of contemporary issues and looks at U.S. foreign policy from the perspective of other states in the international community. A library component is included.

GV 105 The American Legal System 3
This course analyzes the American court system, including state, federal, trial, and appellate courts. A text-case method is used to examine the judicial process from the institution of a lawsuit to the appeal of a judgment. This course examines civil, criminal, and constitutional law. A library component is included.

Topics in Government
Based on student interest, topics such as American Political Parties and Elections (GV 102), Introduction to International Relations (GV 103), and State and Local Government (GV 107) will be offered.

HISTORY

HI 101 History of Western Civilization: 3
Beginnings to the Renaissance
This course is designed to give the student a sense of the flow and continuity of history from the dawn of civilization to the Renaissance. Emphasis is placed upon the contributions of philosophy, religion, politics, science, art, and culture through reading, discussion, and media presentations. A library component is included.

HI 102 History of Western Civilization: 3
Renaissance to the Present
This course examines the development of European and Third World history from the Renaissance to the present. Emphasis is placed on the intellectual, social, economic, political, and scientific revolutions that contribute to contemporary culture. A library component is included.

HI 121 Early New England History 3
The first 200 years of the New England experience are examined, beginning with early European contact and ending with the American Revolution. The course places special emphasis on developing an appreciation for and understanding of the techniques of modern social history. Students will focus on the nature and development of the early New England community and the stresses placed upon such communities by outward migration; warfare; religious controversy; and economic, social and political change. A library component is included.

HI 123 History of Boston 3
The political, economic, and cultural development of Boston from its origin to the present. Topics such as Yankee mercantilism, the anti-slavery movement, ethnic neighborhoods, Victorian lifestyle, the busing crisis, the arts, and recent revitalization will be examined through lectures and, whenever possible, field trips to local sites. A library component is included.

HI 125 America in the Twentieth Century 3
This course is designed for students who desire to know more about the United States today and how it became what it is. It analyzes political and diplomatic events that have current application. It will devote attention to areas of special interest to many students today: women's history, African-American history, urbanization, the role of ethnic groups, the rise of presidential power and of the federal bureaucracy, the power of corporations, the conflict of economic groups, changing sexual mores, and trends in national values. A library component is included.

HI 132 Women in History: The United States 3
This course will focus on the general condition and accomplishments of women in the United States in selected periods from 1620 to the present. Attention will be given to the lives of ordinary women as well as major women's movements. Current trends in the status of women will be considered. A library component is included.

HI 203 World Civilization to 1500 3
This course is a survey of world civilizations from the earliest ones to the principal cultures of the world as an approach to understanding the human condition. A broad range of issues will be considered, including the origins of civilizations; social, political, and economic structures and interactions among different early societies; art, architecture, and cultural production; religion; politics; warfare; education; family life and the role of women and children; and principal legacies to successor societies. Topics may include the first civilizations, including Stone Age developments, ancient African kingdoms, the development of civilizations in the Indus Valley, the Olmecs in Latin America, the Shang Dynasty in China, the Minoans in Greece, the rise of the Mayans, Alexander the Great and Hellenistic civilization, the rise and fall of the Roman Empire, Christianity, the Qin and Han Dynasties in China, the Golden Age of India, the rise of individual Native American cultures, the birth of Islam and the spread of the Muslim empire, the Byzantine empire, Russia, China, and the Mongol empire, early Japan, and the Middle Ages in Europe. A library component is included.

HI 204 World Civilizations Since 1500 3

This course continues the survey of civilizations begun with HI 203 World Civilizations Since 1500, examining the development of societies and their interactions over past centuries as an approach to understanding the human condition. It examines both Western and non-Western civilizations prior to the age of European exploration and colonization and then reviews the impact of European expansion on other societies. Topics may include the creation of nation-states in Europe; the spread of the Muslim empire and the development of divisions within it; interactions between the West and Asian, African, Native American, and Latin American societies; the rise of nationalism and imperialism; the nature of political and social revolution; liberalism, industrialism, and the rise of individual rights and democratic forms of government; socialism and Communism; World War I; the period between the two world wars, including the rise of fascism and dictatorships; World War II; the Holocaust; issues of human rights, genocide, and crimes against humanity; the role of the United Nations; the emergence of independent nations in Africa; the Cold War, the Iron Curtain, nuclear proliferation, and the dissolution of the Soviet Union; societies in the modern Middle East and Western intervention in the region; energy, oil, and the environment; American power in the contemporary age and challenges to it; and the rise of international terrorism. A library component is included.

Topics in History

Based on student interest, topics such as Women and the Law in United States History (HI133) and Current Issues from a Historical Perspective (HI 153) will be offered.

HEALTH CARE MANAGEMENT

HM 300 Health Care Delivery Systems 3

Prerequisite: MG 201.

This course provides the student with a background of the US health care system, including administration, history and philosophy of public health, health policy and planning, finance, evaluation and assessment of medical care and delivery of services. Social, environmental and political factors that impact the current health care environment will be explored.

HM 310 Health Care Law and Government Regulations 3
Prerequisite: HM 300.
This course provides a basic working knowledge of law and government regulations affecting health care. Utilizing textbooks, articles and case studies, student will review legal and ethical issues in health care delivery including medical ethics; case tort and criminal law; liability, negligence, patients rights, privacy and confidentiality regulations, informed consent and other topics. The course will also provide in-depth review of government policies and regulatory guidelines relating to the operation of health care systems, including the impact of policy on care delivery and responsibilities ascribed to health care managers.

HM 410 Topics in Health Care Management 3
Prerequisites: HM 300 and HM 310.
The purpose of this course is to expose students in more depth to important and current topics in today's health care environment. Topics covered include, but are not limited to health care information systems and electronic health records, basics of reimbursement systems used in acute care, ambulatory care, home health and long term care and their impact on providers, principles of performance improvement and health care marketing strategies.

HEALTH INFORMATION TECHNOLOGY

HT 101 Introduction to Health Information Technology 3
This course includes theories and principles of Health Information Management and technological trends in the field. Topics include the function, content and structure of health records, health care data sets, health care delivery systems, ethical and legal issues in HIT.

HT 102 Health Care Statistics, Data Analysis, and Quality Improvement 3
Prerequisites: HT 101 and MA 106, with a C or better.
This course introduces health care statistics and the application of Performance Improvement tools and techniques, with an emphasis on statistical computation, analysis and display of data. Students gain a working knowledge of definitions, formulas, data collection and computation methods to determine standard rates, percentages and averages for health care data. Other topics include Utilization Management, The Joint Commission, and quality and appropriateness of patient care as determined by chart review and analysis.

HT 190 Supervised Professional Practice I 3
Prerequisite: HT 102 and MA 106, with a C or better.
Supervised Professional Practice I is a course designed to familiarize the student with professional applications of health information technology theories and practices in acute and ambulatory facilities. In this 120-hour internship, students will have the opportunity to demonstrate and apply knowledge and skill learned in class in a supervised field work environment through functions such as management of medical record content; admission procedures; discharge analysis and abstracting; record control and file maintenance; and use of performance improvement tools and health care statistics compilation.

HT 203 Computer Applications in Health Information Management 3
Prerequisites: HT 101 with a C or better; and one of the following: CS 101, CS 108, CS 241, or CS 125, with a C or better.
This course provides knowledge of how the evolution of computers has impacted the health care field with focus on electronic processing methods in the Health Information Management Department. Students will also gain computer skills through simulated management of health data using database software. Topics and project work include Internet research methods; security, access and other current issues surrounding development and use of computerized patient records and electronic data.

HT 211 Basic ICD-9-CM Coding 3
Prerequisites: ME 201 and SC 141 with a C or better.
This course provides instruction in the assignment of numeric codes from the International Classification of Diseases, 9th Revision, Clinical Modification, to medical diagnoses and procedures. Emphasis is placed on accurate code selection and following approved guidelines and coding conventions, and correct sequencing of principal and secondary diagnosis and procedure codes.

HT 212 Basic CPT Coding 3
Prerequisites: HT 211 with a C or better.
This course provides instruction in the classification and coding of ambulatory care encounters using Physicians' Common Procedural Terminology (CPT-4) and HCPCS level II (National) codes. Using workbook exercises and medical reports, students learn to accurately assign CPT codes for all occasions of service and encounters in a physician practice or outpatient care setting.

HT 213 Advanced Medical Coding 3
Prerequisites: HT 211, HT 212, and Prerequisite/Co-requisite: SC 220 , with a C or better in each.
This course integrates and builds on basic knowledge and skills acquired in HT 211 and HT 212, enhancing skill level through use of clinical case studies. Reimbursement topics include DRG's, APC's RBRVS', Chargemasters and Coding Compliance. Students will gain foundation knowledge of coding for reimbursement through review of claim forms and exposure to encoding and grouping software.

HT 231 Management of Health Information Departments 3
Prerequisites: HT 102, with a C or better and CS 101, CS 125, or CS 241 or permission of Program Director.
Theories, principles and techniques of managing health information departments are presented in this class. Students gain a thorough understanding of registers and indexes; filing, numbering and storage methods; as well as problem solving strategies through participation in a variety of case studies and hands-on exercises. Training with both spreadsheet and HIM specific software is provided including management applications, chart tracking and release of information functions. Health records in alternative settings are explored, as are current topics in the field.

HT 251 Health Care Reimbursement Methodologies 3
Prerequisite: HT 213, with a C or better.
The focus of this course is to provide the student with a solid understanding of the relationship and/or uses of coded and health information data to reimbursement in all health care settings and managed care. The course is designed to explore a variety of topics including, but not limited to, current prospective payment systems (PPS), key health care insurance plans, chargemaster data elements and maintenance requirements, regulatory health care compliance, billing practices, and revenue cycle management considerations.

HT 280 Medical Coding Professional Practice 1
Prerequisites: CS 101, HT 101 and HT 251, with a C or better.
This is a one-credit capstone course that requires students to demonstrate knowledge and application of coding principles, and provides exposure to automated encoding software and billing systems. Students locate an appropriate facility for their internship, at which time Fisher College will negotiate an Affiliation Agreement with the site. Students spend 30 hours at the site, coding inpatient and outpatient records, and acquiring hands-on

experience. If a student cannot legitimately secure an affiliation site, they will complete a coding practicum that provides a comparable experience through cases, projects and software.

HT 282 Medical Coding Professional Practice 2
Prerequisites: CS 101, HT 101 and HT 251, with a C or better.
This is a two-credit capstone course that requires students to demonstrate knowledge and application of coding principles, and provides exposure to automated encoding software and billing systems. Students locate an appropriate facility for their internship, at which time Fisher College will negotiate an Affiliation Agreement with the site. Students spend 80 hours at the site, coding inpatient and outpatient records, and acquiring hands-on experience. If a student cannot legitimately secure an affiliation site, they will complete a coding practicum that provides a comparable experience through cases, projects and software.

HT 290 Supervised Professional Practice II 3
Prerequisites: HT 190, HT 203, HT 213, and HT 231, with a C or better.
Supervised Professional Practice II is a competency based learning experience in acute, ambulatory and long-term care facilities. This capstone course is designed to assess outcomes of HIT learning objectives through 120 hours of hands-on, supervised field work at health care facilities. Students demonstrate knowledge and skills in legal aspects of health information processing, coding and classification systems, Tumor Registry, integration and use of computer technology in the Health Information Department, and application of principles of management and supervision.

HEALTH SCIENCE

In 1990 Fisher College began an affiliation with Brockton Hospital School of Nursing. The two-year day or four-year weekend/evening nursing program awards all students a diploma in nursing from BHSN. Fisher College also awards an Associate of Science degree to eligible students. BHSN is the only hospital-based nursing school of its kind in Massachusetts. Established in 1897, BHSN has a prestigious reputation in nursing education. The nursing school is considered an esteemed asset to both hospital and community. Graduates are able to apply for the National Council Licensure Examination (NCLEX) for registered nurses. For more detailed information, please see the BHSN academic catalog.

HE 101 Human Anatomy and Physiology I (Lab Science) 4
The focus of this course is to provide a strong foundation for students preparing for a career in nursing. It is an intensive course designed to stress correlations between the structures and functions of the various body systems. Each system discussed is treated from microscopic to macroscopic levels of organization. Topics include: organic molecules, the cell, cellular metabolism, tissues, skin, bones, muscles, the nervous system, special senses, and endocrine system. Homeostatic imbalances that result in disease will be discussed. Laboratory work includes the microscopic examination of tissues, dissections of preserved organ specimens and the cat, and the investigation of various human physiological processes. 3 hours lecture/2 hours lab. Minimum passing grade is a C.

HE 102 Human Anatomy and Physiology II (Lab Science) 4
Prerequisite: HE 101, with a C or better.
The study of human organism relating structure and function is intensified in this course. Topics include: blood, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, water and electrolyte balance, and reproductive systems. Since this course is designed for nursing students, common health problems will be introduced to explore the underlying concepts of normal function as they apply to the basic processes of pathogenesis. Specimen dissection continues to be an integral part of the course. 3 hours lecture/2 hours lab. Minimum passing grade is a C.

HE 213 Microbiology (Lab Science) 4
Prerequisite: HE 102, with a C or better.
This course is designed for nursing students and emphasis is placed on microorganisms that are pathogenic to humans and those which are of public health significance. Class lectures correlate the physiological and biochemical activities of microorganisms with the infectious disease cycle, physical and chemical methods of control, modes of action of antimicrobials, and nonspecific and specific defense mechanisms of the host. The student will survey causative agents, methods of transmission, mechanisms of pathogenicity, signs and symptoms, diagnoses, and treatments for common and newly emerging diseases. The role of the health-care professional in the transmission of disease will be a major focus. Laboratory deals with the use of the microscope, aseptic techniques, antibiotic resistance, antibiotic susceptibility, and the physiological, nutritional, and environmental needs of microbes. In addition, medical journals are used to prepare presentations on current research topics in microbiology. 3 hours lecture/2 hours lab. Minimum passing grade is a C.

HE 221 Pharmacology 3
Prerequisite: HE 102, with a C or better.
This course will expand the student's knowledge of pharmacological concepts and their significance in the promotion, maintenance, and restoration of health. Emphasis is placed on pharmacokinetic, pharmacodynamic, and pharmacotherapeutic information about the specific drug classes used in providing patient care throughout the lifespan. Pharmacological nursing implications and interventions will be explored. Special areas of study include: the integration of teaching and learning principles into the nursing care plan, the roles of the members of the health care team in the safe delivery of medications, and the legal and ethical nursing considerations of drug therapy and drug administration. 3 hours lecture/1 hour review. Minimum passing grade is a C.

HUMANITIES (INTERDISCIPLINARY)

HU 101 Introduction to the Humanities: Beginnings to the Renaissance 3
This interdisciplinary course explores the interrelationships of art, music, and literature of Western civilization and the impact of historical events on them. The course covers prehistoric culture through the Renaissance. Slides, recordings, films, and assigned readings will comprise class presentation and discussion. A library component is included.

HU 102 Introduction to the Humanities: Renaissance to the Present 3
This interdisciplinary course explores the interrelationships of art, music and literature of Western civilization and the impact of historical events on them. The course covers the Renaissance through the twentieth century. Slides, recordings, films, and assigned readings will comprise class presentation and discussion. A library component is included.

Topics in Humanities
Based on student interest, topics such as Topics in World Cultures, Past and Present (HU 109) will be offered.

HUMAN SERVICES

HS 101 Introduction to Human Services and the Social Welfare Professions 3
Provides an introduction and orientation to the various human services individual, family, and community needs, intervention, and the roles and

professions. Introduces the concepts of at-risk populations, assessment of individual, family, and community needs, intervention, and the roles and career options of human services professionals and the various social settings in which they practice. Examines the history and development of human services and the social welfare system in American society. Introduces ethical issues and standards, and discusses the role of the human services professions in promoting social reform and justice. A library component is included.

HS 201 Theories of Counseling and Interviewing 3
Prerequisite: HS 101.
Introduces counseling theories, including client-centered, family systems, psychoanalytic, cognitive/behavioral, and multicultural. Students are encouraged to begin developing a personal style and approach to counseling and to deepen their self-awareness of their own motivations, needs, strengths, and limitations as counselors and human service professionals. Issues of cultural diversity within human services will be introduced. Students will explore and review the potential effects of difference in culture, race, class, gender, sexual orientation, and disability in the helping relationship. A library component is included.

HS 202 Practice of Counseling and Interviewing 3
Prerequisite: HS 101, HS 201.
Students will develop a repertoire of basic counseling skills through exposure to counseling theories and practice including experiential exercises, role-playing and/or actual counseling sessions. Skills taught include: empathy, active listening, reflecting, identifying emotions, open-ended questioning, non-verbal communication, providing supportive, constructive feedback, encouraging self-disclosure, the challenging of discrepancies, helping clients develop problem-solving skills, and identifying core assumptions and beliefs which impact client decision-making and functioning. A library component is included.

HS 207 Legal and Ethical Issues in Counseling and Human Services 3
Prerequisite: HS 101.
Examines the moral, legal and ethical issues encountered by counselors and other human services professionals working in different delivery settings, such as social welfare agencies, child and youth care facilities, schools, health care organizations, criminal justices systems, and other venues. Presents

ethical theories, case students, and past and recent legal decision impacting the human services professions. Addresses subjects such as the goals, objectives, and standards formulated by professional organizations; certification and licensing; issues of referral, informed consent, due process, and the right to treatment; civil commitment and appropriate treatment in least-restrictive settings; privacy, confidentiality, and privileged communication; client advocacy; the duty to warn and the duty to protect; malpractice; and governmental standards and regulation. A library component is included.

HS 301 Crisis Intervention 3
Prerequisite: HS 201, HS 202.
Examines the history, theory, and methods for dealing with individuals in distress, including intervention in both situational and maturational crises. Lectures, readings, presentations by practicings crises services professionals, and group exercises, and supervised practicum experiences in a crisis intervention venue, such as a call-in center. Students learn essential techniques for assessing, intervening, and referring individuals who are experiencing a variety of crises. Students will become adept at identifying the client's state, moving the client away from crisis, and stabilizing his or her functioning. Crises considered include academic matters, suicide concerns, depression, relationship problems, eating disorders, grieving, sexual identity issues, sexual assault, and disasters. Ethical concerns relating to the use of authority in crisis situations are also reviewed. The knowledge and skills acquired in this course are essential to human services professionals and volunteers in social welfare agencies, mental health centers, disaster relief organizations, hospital emergency rooms, criminal justice settings, psychiatric centers, and other organizations providing services to individuals experiencing acute psychological and emotional distress. A library component is included.

HS 303 Substance Abuse 3
Prerequisite: HS 201, HS 202, SC 129.
Provides an introduction to the study of the use and abuse of alcohol and controlled drugs, of addiction to them, and rehabilitation counseling. Examines the sociological, psychological, and biological bases of abuse and addiction, and the effects of drugs on the brain and normal human functioning. Reviews the most commonly abused drugs and the characteristics of persons most likely at risk for abuse or addiction. Reviews different theories of addiction, including the biological, psychodynamic, social learning, and

socio-cultural. Develops skills in intervention, assessment and the administration of screening tests, diagnosis, treatment selection and referral. Reviews relapse-prevention and community-based education programs. Explore substance abuse policy in the United States in its social, cultural, historical, economic, and political contexts. Examines contemporary debates regarding drug control and legalization. A library component is included.

HS 350 Social Science Research and Evaluation 3

Prerequisite: HS 201, HS 202, MA 107, and MA 121.

An introduction to the principal types of research performed by social and behavioral scientists, and especially human services professionals, in discharging their responsibilities. Applied research is emphasized more than pure research. Methods studied include survey techniques, field research, use of descriptive and inferential statistics, simulation modeling, the development of social science hypotheses based on literature reviews, experiments, participant observation, comparative studies, historical analyses, and the measurement and evaluation of programs' effects and outcomes.

Ethical issues regarding behavioral research with human subjects will also be reviewed. Each student will design and carry out a research project. A library component is included.

HS 450 Senior Project 3

The Senior Project is the capstone experience for B.S.H.S. majors. Working under faculty direction, students will examine significant areas of research interest and produce final projects, either integrating learning across a broad spectrum of human services needs and concerns, or examining a particular human services issue in great depth. Senior projects typically include identifying major human services problems or issues affecting an individual, family or community; designing an original research or intervention approaches; implementing solutions; and monitoring and evaluating results. The Senior Project will be a culminating experience, building upon coursework and the internship experience.

HS 460 Internship in Human Services 3
Prerequisites: HS 301, HS 350.
The internship experience is intended to provide B.S.H.S. majors with practical experience in a human services setting, allowing students to apply the conceptual and theoretical knowledge they have gained in the classroom. Faculty directors must approve in advance both the organization and agency in which an internship takes placed and a written description, signed by the student's workplace supervisor about the student's performance and progress. The experience of the internship should provide the student with a comprehensive understanding of the mission and functioning of the organization or agency at which the internship takes place, and also furnish ongoing opportunities for student interns to interact with client individuals, families, or communities.

INTERDISCIPLINARY STUDIES

IS 105 The Common Experience 3
This course will assist new students to transition to membership in the college community, be challenged with intellectual and creative work that promotes high levels of student achievement, and will engage in curricular and co-curricular learning activities. Core objectives of this course include: forming academic plans, developing learning strategies, career exploration, and connecting with the Fisher College and local community.

IS 150 First-Year Honors Colloquium 3
Prerequisite: Honors Program Designation.
An in-depth interdisciplinary course based upon a thematic area of inquiry. Emphasis is placed upon critical thinking, reading, speaking, and writing skills across the curriculum. Students will be asked to synthesize readings that approach the area of inquiry from disciplinary perspectives in the social sciences, natural sciences, humanities, and professional studies. The colloquium will include classroom sessions led by guest speakers and/or Fisher College faculty from diverse disciplines, as well as engage students in outside experiences in Boston when appropriate. A library component is included. (Enrollment is limited to members of the Honors Program.)

IS 200 Second-Year Honors Colloquium 3
Prerequisites: Honors Program Designation and Honors EN 101 or Honors EN 102.
An in-depth interdisciplinary course based upon a thematic area of inquiry. Emphasis is placed upon critical thinking, reading, speaking and writing skills across the curriculum. Students will be asked to synthesize readings that

approach the area of inquiry from disciplinary perspectives in the social sciences, natural sciences, humanities, and professional studies. Students will also be asked to work with primary as well as secondary research sources. The colloquium will include classroom sessions led by guest speakers and/or Fisher College faculty from diverse disciplines, as well as engage students in outside experiences in Boston when appropriate. A library component is included. (Enrollment is limited to members of the Honors Program.)

IS 210 Professional Development for Internship 1
This is a required course for Baccalaureate candidates (Day Division) before they register for their required internship. This course will prepare students for the internship experience and future employment by having them complete self assessment tools to direct their career and internship exploration and objectives. Resources and techniques for finding and evaluating potential internships and well as future employment will be reviewed. Professional resume writing, interview techniques and resume enhancing strategies will be explored. This course will develop professional communications skills and professional business behaviors. A portfolio will be introduced as a means of cataloging work that identifies a student's demonstrated talents and abilities. Internship policies and requirements will be carefully reviewed.

LAW

LA 103 Business Law and the Legal Environment 3
After a study of the nature of kinds of law, and the judicial system in which it operates, students examine state and federal law as an instrument of social control within the context of the legal environment of business. Specific focus is also given to property law, consumer protection, employment, and the creation and enforceability of contracts.

LA 107 Criminal Law 3
This course introduces students to the nature and classification of crimes, defenses, and special doctrines controlling the disposition of criminal matters within the judicial system. In addition to text materials, students use edited cases to analyze and define specific criminal offenses.

LA 121 Law and Ethics of Health Care 3
This course analyzes the legal and ethical concepts in health care administration. Topics include the physician/patient relationship, privacy, confidentiality, medical malpractice, and informed consent to treatment. Students are assigned case studies and specific readings.

LA 121 Law and Ethics of Health Care 3
This course analyzes the legal and ethical concepts in health care administration. Topics include the physician/patient relationship, privacy, confidentiality, medical malpractice, and informed consent to treatment. Students are assigned case studies and specific readings.

LA 134 Introduction to Family Law 3
Students will use the text-case method to analyze both the statutory code and case law governing marriage, divorce, adoption and child custody. Students will also analyze and draft a variety of probate documents surrounding family law including antenuptial and separation agreements and financial statements.

LA 141 Real Estate Law 3
An analysis of the legal aspects of transferring real estate including the essential documents: the offer, acceptance, purchase and sale agreement, mortgage and promissory note forms, and deed preparation. Forms of ownership, warranties, and title examination practices are also examined.

LA 190 Paralegal Internship 3
Prerequisite: LA 207.
A supervised work experience (minimum of 120 hours) for senior paralegal students, in a legal environment, providing an opportunity to apply the learning outcomes of prior course work. Formerly titled Legal Assistant Internship. A 2.0 overall cumulative grade-point average is needed.

LA 203 Law Office Management 3
Prerequisite: Completion of one-half of the credits required for a certificate or degree, including GV 105 and AA 223 or a keyboarding skill of 40 WPM.
An examination of the responsibilities of both the legal office assistant and paralegal, including the preparation and processing of legal documents, time management, the attorney/client relationship, and the nature and role of law office employees.

LA 204 Business Law 3
Prerequisite: EN 101.
This course is an introduction to the fundamental concepts, principles, and rules of law that apply to business activities. The course presents the legal concepts governing the conduct of business from a managerial perspective including the two legal foundations of business: contract and tort law, sales, agency, partnerships, and corporations. Specific focus is also given to employment law, equal opportunity in employment, and dispute resolution.

LA 205 Legal Research and Writing 3
Prerequisite: GV 105.
Students are trained to use a law library to solve basic problems in legal research. With the use of reporters, citators, codes, and commentaries found in books and electronic data bases such as CD-ROM, students develop effective legal research techniques and strategies. Students also practice the mechanics of effective legal writing by drafting various legal documents including case briefs.

LA 207 Litigation for Paralegals 3
Prerequisite/Co-requisite: GV 105.
Students examine the role of the paralegal in assisting attorneys in the preparation for trial and build proficiencies in the specific tasks required of paralegals in the litigation process. These include procedures for drafting pleadings, motions and client correspondence. Students also develop techniques for case organization and review for effective legal writing.

LA 301 The Legal Environment of Business 3
Students examine and analyze the domestic and international legal and regulatory environment in which both public and private businesses and agencies function. Through extensive classroom discussion of assigned textual readings and judicial decisions affecting modern business practice, students apply fundamental statutory and regulatory concepts to actual disputes in business. Throughout the course, students practice critical legal thinking skills in analyzing law cases including careful consideration of the ethical issues raised in each. Among the major topics covered in the course are: ethics and the social responsibility of business, nature and classification of contracts, equal opportunity in employment, international dispute resolution, business organizations, and commercial transactions including the law of sales.

LA 401 Employment Law and Labor Relations 3
Prerequisites: MG 202 and LA 301.
This course is designed to increase the students' awareness of legal issues that they will encounter in the extensive and growing body of law regulating the employment relationship and influencing virtually every area of the field of Human Resource Management. Students will explore, analyze and interpret various aspects of laws surrounding current employment issues. Topics to be discussed include such topics as: employment contacts, wrongful discharge,

Title VII of the Civil Rights Act, Employment Retirement Income Security Act, the function of the National Labor Relations Board and human resource practice.

Topics in Law

Based on student interest, topics such as Introduction to Wills, Estates, and Trusts (LA 105) will be offered.

MANAGEMENT

MG 190 Business Administration Internship 3

Prerequisite: Completion of at least one-half of the credits required for a certificate or degree.
A supervised work experience (minimum of 120 hours) for business students in a business environment, providing an opportunity to apply the learning outcomes of prior course work. An overall cumulative grade-point average of 2.0 is needed.

MG 201 Principles of Management 3

This course is designed to provide the student with a basic understanding of management principles, techniques, and concepts. Course material includes an overview of the nature of organization and the six primary functions of the manager: creating, planning, organizing, motivating, communicating, and controlling.

MG 202 Human Resource Management 3

This course is intended to give students the opportunity to study the employment practices common in organizations today. People-oriented professionals who understand human work dynamics and who use scientific findings to develop effective policies populate the Human Resource area. Large and moderately sized organizations employ numerous HR professionals to serve their employees with appropriate strategies for recruitment, selection, orientation, training and development, retention, performance management, compensation, counseling, benefits, and labor/management relations where needed.

MG 301 Public Administration 3

Prerequisite/Co-requisite: GV 101.
The purpose of this course is to develop a thorough knowledge of the issues, topics, methods and requirements students will encounter managing and administering in the field of public administration in the 21st century. The fundamentals of public administration will apply to students and practitioners

who are interested in becoming department managers and supervisors in various areas of government and not-for-profit service. It also provides background and history about the public sector for line managers to appreciate why the field functions as it does.

MG 303 Managerial Communications 3
Prerequisites: EN 102, and MG 201 or FM 220.
This course focuses on communications for managers and the activities they perform. The student is presented the opportunity to develop clear and concise written and oral responses to a variety of situations in a business setting. The management topics of communications strategy, business writing, listening, nonverbal communications, conflict resolution, negotiating, cross-cultural communications, and oral presentations will be emphasized. Additional study will focus on each student creating and maintaining an e-portfolio of his or her educational experience and progress.

MG 304 Leadership and Ethics 3
Prerequisite: MG 201 or FM 220.
In this course, students will learn the theories, qualities and characteristics that define leadership. They will learn how to distinguish between management and leadership and understand the value and significance of leadership within an organization. Students will understand the influence of significant others, particularly leaders, on ethics in the business environment. A foundation in the classic theories, principles and concepts of ethics will be provided. A comprehensive consideration of ethics in the business world and the moral and ethical implications for professionals will be examined. Diverse views on leadership, ethics and the connection between them will be explored.

MG 315 International Management 3
Prerequisite: MG 201 or FM 220.
International Management introduces the student to the unique challenges of working for a multinational corporation. Students develop knowledge in managing across borders where higher levels of sophistication are needed in the marketing, operations, human resources, and financial management disciplines. Comparisons among political, economic, and technological environments are examined. Students examine the impact of culture on communicating, motivating and leading in international settings.

MG 321 Organizational Behavior 3
Prerequisites: MG 201 or FM 220, and PS 101.
This course examines individual, group, and organizational behavior within various business settings in a culturally diverse workplace. Topics covered include management theory, communication, motivation, leadership, managing rewards, stress management, employee counseling, appraisal, employee disciplinary systems, conflict management, training, and organizational development. Throughout the course, students work individually and in teams on cases and business simulations.

MG 322 Leadership Development
Prerequisite/Co-requisite: MG 201.
Students work in a multi-approached environment to develop leadership skills and capabilities. Readings and assignments emphasize the characteristics of great leadership. Lectures and discussions explore leadership development. Leadership theory from an individual, team and organizational perspective are explored in detail. Developing team leadership and conflict resolution skills will be accomplished through team exercises. Students will also develop, through self-assessments, change agent skills and visionary leadership skills. The learning experience culminates in a six week leadership portfolio project.

MG 390 Management Internship 3
Prerequisite: Minimum 60 credits or permission of Program Director.
This supervised practicum will allow students to integrate academic theories into a business setting. The internship will provide students with practical work experience to compliment their academic experience. They will be introduced to an industry or setting and a functional area of a real business. They will learn what place their department holds in the organizational design and how the various business units are integrated to meet organizational objectives. They will also learn practical and marketable business skills associated with an entry level business position which will experience with current business software, tools, processes and responsibilities.

MG 410 Contemporary Issues in Human Resource Management 3
Prerequisite: MG 202 and completion of 90 credits towards Management degree.
This advanced course is designed to further explore the ever-changing demands of the human resource department. By identifying, analyzing and discussing topics that impact the field, students will be prepared to face the diverse challenges facing human resources today. Topics to be discussed

include, but are not limited to appearance prejudice, AIDS, an aging workforce, diversity, gender, nepotism, occupational stress analysis, interpersonal relations, sexual orientation, smoking/drug/alcohol policies, violence in the workplace and creative recruitment strategies for a competitive marketplace.

MG 421 Leading Public Organizations 3
Prerequisites: GV 101 and MG 301.
The purpose of this course is to develop a thorough knowledge and understanding of the many characteristics in public sector management relative to the role of leadership in a political context. Leadership balances theory with real-world applications using a practical, skill-building approach. The focus will be on the difference between administration and leadership with emphasis placed on the distinction between executive and leadership roles.

MG 435 Operations Management 3
Prerequisites: Completion of 90 credits required for the Management degree or permission of Program Director, and MG 321.
This course introduces the student to the primary tasks, duties, and responsibilities of a firm's operating units. Strategies, tactics, and their impact on marketing and finance are examined. Students learn how the operations management process transforms human, physical, and technological resources into finished products and services. The focus of operations management is decision-making at the operating level of the firm.

MG 425 Topics in Leadership 3
The Topics in Leadership course will present students with a review and analysis of historical as well as modern leadership theories and case studies. Readings will consist of current academic and popular writings from respected experts and leaders as well as a study of some of the most significant leaders and leadership writings from the past. Through reading and analyzing these leaders and leadership writings from the past. Through reading and analyzing these leaders and leadership writings, students will gain an understanding of the leader and leadership theory and its impact and contribution to the study of leadership.

MG 441 Business Policy and Strategic Management 3
Prerequisites: Completion of 90 credits required for the Management degree or permission of Program Director, and MG 321.
In this course students learn strategy analysis, strategy and policy formulation, policy implementation, and control. Students analyze problems in formulating, implementing, measuring, and adjusting strategy to ensure profitability and/or effectiveness in organizations. The course emphasizes team-based projects designed to build knowledge and skills.

MG 450 Senior Project 3
Prerequisites: Completion of 90 credits required for the Management degree or permission of Program Director. Prerequisites/Co-requisites: MG 435 and MG 441.
The Senior Project is the capstone experience for the Bachelor of Science in Management. Students taking this course, under full-time faculty direction, examine a significant area of research interest and by the end of the term produce a final project, which integrates learning across the business curriculum. Field studies, consulting projects, business planning projects to create entrepreneurial start-up ventures, and traditional research studies are common projects developed by students and faculty advisors.

Topics in Management
Based on student interest, topics such as Small Business (MG 206) and International Business Relations (MG 215) will be offered.

MARKETING

MK 201 Principles of Marketing 3
The objective of this course is to familiarize the student with the scope, terminology, and procedures of marketing in a modern firm. The various elements of marketing — pricing, promotion, distribution, and product planning — are carefully analyzed. Consumer motivation and the diffusion and adoption of new goods and services are studied.

MK 301 Marketing Research and Analysis 3
Prerequisites: MK 201, MG 201, and MA 121.
This course focuses on and examines the critical need for customer and market information and the tools and methods available to collect and analyze that information. Topics include identification of information needs; market and consumer analysis; methodology for collection of information; and analysis of data relative to marketing issues. Reviews data and key marketing concepts to help students learn more about marketing research tools and uses. Use of the Internet will also help demonstrate how to gather market research data more quickly and efficiently.

MK 330 E-Marketing 3
Prerequisites: MK 201 and MG 201.
Students develop a conceptual and practical understanding of how information technology enables new forms of marketing to radically reshape the marketing function. Students gain exposure to the theoretical concepts of marketing in a global, e-commerce marketplace. This course analyzes and creates an understanding of the various technological factors that are likely to impact marketing in the future, as well as the implications of technology.

MARKETING COMMUNICATION

MC 215 Introduction to Advertising 3
Prerequisite: MK 201.
This course provides an introduction to the principles and background of the field of advertising. All major forms of media will be studied including TV, radio, print and internet. Target market selection, advertising objectives, message development and media planning will be explored.

MC 225 Introduction to Public Relations 3
Prerequisite: MK 201.
This course provides an introduction to the concepts and principles of public relations. The strategy and techniques used to develop an effective public relations campaign, including message development and distribution tactics will be explored. Organizational communications including press releases, brochures, web sites, and annual reports will be reviewed.

MC 310 Integrated Marketing Communications 3
Prerequisite: MK 201.
This course will explore the components of an integrated marketing communications plan. Integrated marketing communications refers to the coordination and integration of all marketing communications to ensure a consistent message and maximize impact on customers. Students will study the primary marketing communications and promotional tools of advertising, sales promotions; direct marketing, Internet marketing and public relations. Students will develop skills in each of these areas through the creation of an integrated marketing campaign utilizing these promotional tools.

MC 315 Advertising Campaigns 3
Prerequisites: MC 215.
This course provides an in depth analysis and practice in strategies and tactics employed in creating advertising programs. The development of advertising objectives, target market selection, the advertising platform, budget and media planning will be completed. This course provides students with the opportunity to become familiar with major advertising agencies. The principle focus of the course is the completion of a group project preparing an agency-style presentation for a hypothetical client.

MC 325 Public Relations Campaigns 3
Prerequisites: MC 225.
This course provides an in depth analysis and practice in strategies and tactics employed in creating a public relations campaign. The process for determining audience, establishing objectives, and developing tactics will be completed. Publicity, sponsorships, corporate philanthropy and all forms of corporate communications will be considered. The principle focus of the course is the completion of a public relations campaign for a hypothetical company.

MATHEMATICS

MA 003 Fundamentals of Algebra 3
Prerequisite: Mathematics Placement Exam.
This course will begin with a review of selected arithmetic topics: fractions, decimals, and percentages, followed by a brief review of signed number operations. The course will cover topics of Basic Algebra I: variable expressions; linear equations, inequalities and applications; graphing points and lines; and systems of linear equations. Course may not be applied to a certificate or degree program.

MA 106 Elementary Algebra 3
Prerequisite: MA 003, with a C- or better or Placement Test.
This course is a continuation of MA 003. Topics include exponents and polynomials, factoring, algebraic fractions, radicals, quadratic equations, fractional exponents. A library component is included. May not be taken for credit if MA 107, MA 109, MA 110, or MA 121 has been completed.

MA 107 College Algebra 3
Prerequisite: MA 106, with a C- or better or Placement Test.
Topics include a review of fundamental concepts, linear and quadratic equations, inequalities and their applications, functions, graphs, systems of equations and inequalities, exponential and logarithmic functions. As time allows, additional topics may include conic sections, polynomial equations, sequences, and series. A library component is included. May not be taken for credit if MA 109 or MA 110 has been completed.

MA 109 Applied Calculus I 3
Prerequisite: MA 107, with a C- or better or Placement Test.
An introduction to the techniques and applications of differential calculus, particularly as they relate to business, life, and the social sciences. Topics include a review of functions, limits, continuity, the definition of the derivative, differentiation techniques, applications of differentiation (including maximum and minimum values, curve sketching, and related rates), a review of logarithms, the derivatives of exponential and logarithmic functions and their applications. A library component is included. May not be taken for credit if MA 110 has been completed.

MA 110 Applied Calculus II 3
Prerequisite: MA 109, with a C- or better.
This course is an introduction to integral calculus, particularly as it relates to business, life, and the social sciences, with topics in differentiation. Topics include the indefinite and definite integral, the Fundamental Theorem of Calculus, integration techniques and related applications, multivariable differentiation, integration, and applications. As time allows, additional topics may include differential equations, sequences, series, and tests of convergence, Newton's method, probability. A library component is included.

MA 121 Basic Statistics 3
Prerequisite: MA 106, with a C- or better or Placement Test.
An introduction to the basic elements of pre-calculus statistics. Topics of central tendency, measures of variation, sampling techniques, basic probability theory, statistical inference, and linear correlation and regression. A library component is included.

MA 130 Mathematics for the Health Sciences 3
This course provides a review and understanding of basic college level mathematics concepts for nurses and other health science careers who do not intend to progress to college algebra or other conceptual courses in mathematics. The emphasis in the course is on developing practical skills using basic mathematics to solve practical problems in the context of the health sciences.

MEDICAL ASSISTANT

ME 102 Administrative Procedures for the Medical Office 3
Prerequisite: AA 223.
This course is focused on the administrative aspects of the medical office setting. Topics of instruction include history of medicine, medicolegal issues, telephone procedures, patient reception, appointment scheduling, correspondence and mail management practices, medical records management, filing, accounting systems, billing and collecting, insurance billing, travel arrangements and professional reports, drugs and prescriptions, office, and personnel management practices. Resume writing and job interview techniques are also included. This course has hands-on approach based on student practice software.

ME 190 Medical Assistant Internship 4
Prerequisites: ME 205 and ME 206, with a C or better and ME 102.
Prerequisite/Co-requisite: ME 213.
A practicum experience (minimum of 160 hours) in physicians' offices, clinics, accredited hospitals, and health maintenance organizations (HMOs) for seniors in the Medical Assistant program.

ME 201 Medical Terminology 3
A course designed to instruct the student in the most common roots, prefixes, and suffixes in medical terminology, thus enabling the student to combine these forms with insight and understanding. Emphasis is placed on definition,

pronunciation, and spelling of medical terms relating to each body system. Medical terminology for surgical procedures, abbreviations and their meaning, and drug therapies are also included in the course.

ME 205 Clinical Assisting I 3
Prerequisite: SC 101 with a C or better. Prerequisite/Co-requisite: SC 102.
This course is focused on the clinical aspects of the medical office setting. Topics of instruction include basic laboratory procedures in hematology, serology, urinalysis, venipuncture, medical microbiology, collection and handling of specimens, sterilization and disinfection techniques. Application of medical asepsis and infection control in the medical office is highly emphasized.

ME 206 Clinical Assisting II 3
Prerequisites: SC102 and ME 205, with a C or better.
Students receive instruction in vital signs, patient examinations, specialty examining and procedures, minor office surgery, radiology, pharmacology, electrocardiology, and emergency medical procedures. Students become certified in CPR.

ME 213 Medical Insurance Billing 3
Prerequisites: SC 102, SC 125 or SC 129, and keyboarding proficiency of 25 WPM. Prerequisite/Co-requisite: ME 201.
This course introduces the student to the major medical insurance programs and guidelines for submitting health insurance claim forms. It also gives the student a foundation of knowledge in diagnostic coding and procedural coding. Additional instruction is received in hospital insurance billing and electronic claims transmission. Legal issues relating to medical insurance claims are also discussed. This course has a hands-on approach based on student practice software.

ME 225 Medical Record Transcription 3
Prerequisites: AA 223, ME 201, and SC 102, SC 125, or SC 129.
This medical language course develops basic transcription proficiency by integrating spelling, grammar, and medical terminology with typing and word processing applications. Includes instruction in the use of transcription equipment, reference material, formatting various medical reports, production and accuracy standards. A portion of the course is devoted to the student's use of word processing equipment.

PHILOSOPHY

PH 101 Introduction to Philosophy 3

Major philosophies from the time of Socrates to the present, as well as principles of logical reasoning, are featured. Issues of fundamental human concern, such as good and evil, the nature of truth, justice, and freedom, will be explored. A library component is included.

PH 103 Ethics 3

This course examines major theorists and theories regarding ethical decisions. Students will explore how these theories apply to contemporary moral issues, both societal and individual, such as gene altering, abortion, capital punishment, euthanasia, sexual relations, cheating, and business conduct. A library component is included.

PH 123 Introduction to World Religions 3

A survey course designed to examine the history, beliefs, doctrines, and contemporary practices of the world's major religious traditions. Among those religions that may be studied are Hinduism, Buddhism, Taoism, Confucianism, Judaism, Islam, and Christianity. A library component is included.

Topics in Philosophy 3

Based on student interest, topics such as Philosophy of Religion (PH 121) will be offered.

PSYCHOLOGY

PS 101 Introduction to Psychology 3

An introduction to the scientific study of behavior. The introductory readings and lectures demonstrate how psychology has emerged as a distinct social science. The following areas are studied: the nervous system and its relationship to behavior, the sensory processes, learning, cognition, testing, and individual differences. A library component is included.

PS 102 Psychology of Personality 3

Prerequisite: One psychology course. This course provides an introduction to personality theory and will explore current issues surrounding that theory from an interdisciplinary perspective. Application of theory will be made to examples and situations from the student's own experience. A library component is included.

PS 103 Child Development 3
This survey course examines the cognitive, emotional, social, and physical development of children from birth to eight years of age. Child development theories as well as empirical research relating to each area of development will be discussed. Emphasis will be placed on the characteristics of healthy environments that promote optimal child development. A library component is included.

PS 105 Human Development 3
This course will introduce the student to the life-cycle study of human development from conception to death. It will examine physical, emotional, and cognitive development at each significant developmental stage. This life-cycle approach will emphasize the works of Elkind, Erikson, Piaget, and Levinson. A library component is included.

PS 107 Prenatal, Infant, and Toddler Development 3
This course focuses on human growth and development from conception through the third year of life. Theories relating to the first three years as well as milestones in physical, cognitive, social, and emotional development will be discussed. Characteristics of environments that promote optimal development will be emphasized. A library component is included.

PS 133 Psychology of Women 3
This course will focus on recent theories proposed to help explain the psychological development of women, including dominant vs. subordinate group, reproduction of mothering, moral development, self-in-relation, and epistemological development. Students will learn the basic tenets of each theory to determine the validity of these development theories in their own lives. A library component is included.

PS 203 Sports and Exercise Psychology 3
Prerequisite: PS 101.
This course provides an overview of the field of sport and exercise psychology. The course allows the student to synthesize major areas of the Introduction to Psychology course, such as life span, cognition, learning, classical conditioning, and applied psychology, in a new and more

specialized area of psychology. Some dimensions of sport and exercise psychology include anxiety, aggression, arousal, motivation, and leadership. The effects of these dimensions upon such groups as the elite athlete, the female athlete, the youthful athlete, and the recreational athlete will be discussed. Other topics, such as performance enhancement, the healthy life style, and clinical and professional issues, are likely to be addressed. A library component is included.

PS 208 Abnormal Psychology 3
Prerequisite: One psychology course.
Beginning with an effort to define normal and abnormal behavior, this course will trace the historical efforts to understand the deviations from normal behavior and the causes of mental illness. The course will conclude with a description of diagnostic and therapeutic procedures used to treat mental illness. A library component is included.

PS 220 The Psychology of Motivation 3
Prerequisites: PS 101 and EN 101.
This course examines the theory and research in motivation. Motivation will be examined from biological, learned, cognitive, and multiple perspectives by reviewing the major theorists, their theories, and research from these theories. Some basic motivational systems will be examined, including hunger, sexual response, attraction, and performance and aggression. The role of emotion and how it may sustain or undermine motives and goal-directed behaviors will be discussed. Theories of self-motivation and self-regulation will be covered, including the need to seek thrills, the need to achieve, and the need to set goals. A library components is required.

PS 315 Social Psychology 3
Prerequisite: PS 101 (Completion of one additional psychology elective recommended).
Social psychology is an exploration of important social psychological principles and research as they have developed as theories and as they may apply to contemporary issues in social and organizational settings. Four major areas of social psychology and some of the topics within those areas are social perception (the social self, self-esteem, attributions, biases, self-fulfilling prophecy, stereotypes, social groups); social interaction (interpersonal attraction, the role of rewards, goodness of fit, situational influences, altruism, aggression); social influence (obedience, conformity, compliance, persuasion, group processes); and application (interpersonal, business, health, leadership, motivation). A library component is included.

Topics in Psychology

Based on student interest, topics such as Preschool through Adolescent Development (PS 108) will be offered.

SCIENCE

SC 101 Anatomy and Physiology I (Lab Science) 4

The first half of a two-semester course, beginning with the chemical, cellular, and tissue levels of organization and expanding into the structure and function of the integumentary system, muscular system, skeletal system, circulatory system, lymphatic system, and immune system. A library component is included.

SC 102 Anatomy and Physiology II (Lab Science) 4

Prerequisite: SC 101, with a C or better.

This course continues with the study of the structure and function of the human body with emphasis placed on the endocrine system, respiratory system, digestive system, nervous system, reproductive system, and urinary system. A library component is included.

SC 103 General Biology (Lab Science) 4

The course begins with a general introduction to the nature of biological science and its significance in our everyday lives. It continues with the organization of matter, inorganic and organic molecules, followed by cellular biology, cellular division, genetics, ecology, evolution, and comparative anatomy and physiology. It concludes with the study of the five kingdoms — Prokaryatoe, Portista, Fungi, Plantae, Animalia — and the study of viruses as separate entities. A library component is included.

SC 110 Nutrition 3

This course will help students become aware of the role that essential nutrients play in maintaining overall health. Course content will focus on how the components of the digestive system carry out their life-supporting functions to maintain homeostasis and how metabolic processes involving nutrients maintain life. The role of nutrient supplements and phytochemicals is explored. Diets for athletes, fad diets, weight and body composition, eating disorders, and food safety are covered extensively. Students will analyze their personal nutrient intakes by using diet analysis software. A library component is included.

SC 113 Principles of Chemistry (Lab Science) 4
Prerequisite: MA 106, with a C or better.
This course will provide a survey of the basic principles of inorganic and organic chemistry and their application to health-related issues. Topics to be included in inorganic chemistry are scientific measurements, energy and matter, atoms and elements, compounds and their bonds, chemical reactions, solutions, acids and bases, gases, and nuclear radiation. Organic chemistry topics will include: alkenes, alcohols, phenols, ethers, aldehydes and ketones, organic acids and esters, amenes, and amides. The study of the biochemical molecules — lipids, proteins, carbohydrates, and nucleic acids — will also be included. Laboratory work is a required component of this course. A library component is included.

SC 121 Human Reproductive Biology 3
A non-lab science course for students with no biology background. Main subject areas to be discussed are inheritance, human reproduction, and birth defects. Included also will be a survey of such current issues as laboratory reproduction, genetic engineering, and recombinant DNA research. A library component is included.

SC 123 Health Concepts and Applications 3
This course is designed to provide the student with the knowledge necessary to make intelligent decisions regarding the maintenance and improvement of personal health. Topics shall include the study of emotional health; food and nutrition; drug, alcohol, and tobacco use and abuse; prevention and treatment of communicable and non-communicable disease; sexuality and birth control; and safety and accident prevention. A library component is included.

SC 125 Human Physiology 3
A study of the structure and function of the major organ systems of the human body. Discussions will include normal and abnormal physiology with emphasis on the interaction of these systems in health and disease. In addition, the effects of the environment, nutrition, and exercise will be examined. A library component is included.

SC 129 Human Biology (Lab Science) 4
This course introduces students to the key biological and chemical principles that apply to all living things. It continues with the description and function of the components of the cell leading into the structure and function of the human organ systems. Diseases pertaining to each system and their prevention are discussed. Emphasis is also placed on human genetics, human

behavior and learning, human evolution, and human population increase and its impact on the dynamic balance of the biosphere. A library component is included.

SC 130 Essentials of Anatomy and Physiology (Non-Lab Course) 4
This is an introductory one-semester, non-laboratory course that will provide students with a strong understanding of anatomical and physiological concepts pertaining to the human body. Emphasis is placed not only on the study of all body systems, but also on the application of knowledge to clinical situations. A library component is included.

SC 131 Environmental Science 3
A science course designed to promote student investigation of current environmental issues and crises such as global warming, energy production, endangered species, and the destruction of tropical rain forests. Discussion will also focus on the impact of population growth and the preservation of natural resources for future generations. A library component is included.

SC 135 Introduction to Astronomy 3
This course provides an introduction to the major topics of astronomy. Beginning with the Earth and moving outward, the course explores the solar system, the nearby stars, Earth's galaxy, and, finally, distant galaxies and the origin of the universe. A library component is included.

SC 141 Introduction to the Study of Disease 3
Prerequisite: SC 102 with a C or better or SC 130 with C or better.
This course provides a solid foundation in the basic structural and functional changes caused by disease processes in the human body. Students will survey basic processes of pathology including causes of disease; disease processes, signs, and symptoms; and the prevention and treatment, including pharmacological intervention, of representative diseases by major body systems.

SC 154 Energy and the Environment 3
This course will survey the forms of energy available for use in our modern society. The environmental impacts as well as the continued availability of each form of energy will be studied. Students will study ways we use energy and how this impacts the environment. Different forms of energy will be studied, including fossil fuels, solar energy, wind energy, geothermal energy, alternatives to fossil fuels, and other renewable sources. Students will learn about their own energy use as well as that of the United States and other countries. A library component is included.

SC 213 Microbiology (Lab Science) 4
Prerequisite: SC 102 with a C or better or SC 103 with a C or better.
A course designed to introduce the principles of microbiology. Emphasis will be placed on the characterization and cultivation of bacteria, reproduction, growth, and metabolism. Microorganisms other than bacteria that will be studied are protozoa, algae, fungi, and viruses. Control of microorganisms and disease will also be emphasized. A library component is included.

SC 220 Essentials of Pharmacology 1
This course provides a basic framework of knowledge about the most commonly used drugs. Emphasis will be placed on drug action and on identification and administration of medications prescribed for specific diseases. A library component is included.

SC 221 Introduction to Pharmacology 3
Prerequisite: SC 102, with a C or better.
This course is designed to introduce the student to the fundamentals of drug action, their origins, and applications in medicine. Particular emphasis will be placed on classification, mechanisms of action, and therapeutic applications. In addition, application of drugs on people of all ages will be examined. Side effects and nutritional care will add to the overall objectives of this course. A library component is included.

SOCIOLOGY

SO 101 Introduction to Sociology 3
Explores the basic concepts, research methods, and theories concerning the relationship between individuals and society. This course will emphasize the influence of culture, social structure, and institutions in explaining human activity. The topics of deviance, collective behavior, and social change will also be examined and discussed. A library component is included.

SO 103 The Family 3
This course presents an interdisciplinary and cross-cultural view of the family. Readings from history, anthropology, human growth and development, and sociology will be studied. A number of popular beliefs and myths will be examined for validity. A library component is included.

SO 105 Introduction to Criminology 3
After an analysis of current statistical data on crime and its distribution within the United States, students will examine criminological theories and how these theories relate to crime data, patterns of deviance, and the public's response to criminal behavior. A library component is included.

SO 121 Social Justice, Race, and Gender Issues in American Society 3
A sociological introduction to the historical and current influence of race, ethnicity, gender, and class on individuals and families, regarding inequality of social status, political power, access to education, health care, housing, other human services, career opportunity, and economic well-being. Examines both theoretical approaches and empirical evidence regarding the ways inequality is created, maintained, and overcome in society, and the harmful effects on individuals, families, and society as a whole. Topics addressed include: the social causes of racial, ethnic, gender, and class discrimination in American society; the nature of oppression and historical and current social justice and liberation movements seeking to combat it; individual and institutional forms of social injustice; social conditions promoting prejudice, racism, discrimination, segregation, and inequality of opportunity; social constructions of race and gender roles; and the responsibilities of the human services professional in combating injustice. A library component is included.

SO 131 Sociology of Womanhood 3
This course focuses on the experiences of women and the significance of gender in society. Specific areas of investigation include the social construction of gender, women and work, the state, patriarchy, and the role of women in society and in the family. Particular attention will be paid to such factors as race, ethnicity, and class to understand more fully women's roles across cultures and over time. A library component is included.

HOSPITALITY & TOURISM MANAGEMENT

TH 101 Introduction to Hospitality/Tourism 3
This course will acquaint students with the fields of travel, tourism and hospitality by investigating the many small businesses that make up the industry. This industry's attractions, history, innovations, financial structure and methods of organization will be presented, as students learn how each field relates with others in the industry.

TH 103 Destination Geography I 3
A course designed to familiarize students with the climate, topography, culture, boundaries, resorts, and sightseeing attractions of countries in the Western Hemisphere.

TH 104 Destination Geography II 3
A course designed to familiarize students with countries in the Eastern Hemisphere, focusing on boundaries, climate, culture, currency, resort areas, and sightseeing attractions.

TH 105 Principles of Meeting Management 3
An analysis of the functions and responsibilities of the meeting planner. Each phase of the process of planning a meeting will be discussed. Key topics include types of meetings, site selection, contract negotiations, audiovisual needs, and food and beverage requirements.

TH 200 Hospitality/Tourism Internship 3
Prerequisites: TH 101 and TH 103.
A supervised work experience for second-year Travel and Hospitality Management students, where students are placed in travel and hospitality related offices to gain practical experience. Seminars on campus are required. Minimum hours: 120 hours.

TH 201 Hospitality/Tourism Sales and Marketing 3
Prerequisite: TH 101.
This course examines the process and activities required to market and sell the tourism and hospitality product. Such concepts as the psychology of the traveler, marketing mix, communication, advertising, sales function and the sales interview are addressed thoroughly.

TH 220 Computerized Reservation Systems 3
Prerequisite: TH 101.
This course provides a hands-on computer learning experience. Students begin by learning the terminology and procedures needed to plan itineraries for domestic and international passengers and then progress to the steps of building a passenger name record. A step-by-step process will be utilized so that students will comprehend and demonstrate the technical skills required to operate a computerized airline reservations system.

TH 340 Hotel Operations 3
Prerequisite: TH 101.
This upper-level course provides students with an overview of the hospitality industry, various career opportunities and a view of the historical development of the industry. Students will develop an understanding of the lodging industry, operations and the departmental functions at the property level. The interdependence of departments and their impact on the delivery of good service will be investigated. Students will discover the relationship between the roles of management, as it relates to planning, and organizational leadership.

TH 350 Front Office Operations 3
Prerequisite: TH 101.
Students will become familiar with the front office department of the hotel. Through the use of a computerized property management system, students will receive instruction on the guest cycle from the reservation process to the night audit, registration and posting. Guest service functions will be addressed in detail. Issues relating to housekeeping, PBX, maintenance and security will also be addressed.

TH 410 Contemporary Issues in Hospitality & Tourism 3
Prerequisites: TH 101, TH 103, TH 104, TH 201, TH 220, TH 340, and TH 350.
This course focuses on contemporary issues and trends impacting the hospitality and tourism industry. Students will investigate, analyze and discuss topics that pertain to the industry and its future.

Topics in Hospitality & Tourism Management
Based on student interest, topics such as Group Tour Planning (TH 203) and Professional Travel Agency Management (TH 204) will be offered.

WOMEN'S STUDIES

WS 102 Introduction to Women's Studies 3
Introduction to Women's Studies is an interdisciplinary course that examines historical and contemporary feminist works and theory by exploring women's experiences, their representations, and their relative positions in societies. This course introduces students to diversity and dissent within feminism by exploring multiple perspectives in Western feminist theory and by situating these perspectives within their theoretical, literary, philosophical, academic, and artistic contexts.

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M.S., Taxation,
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Graduate Certificate, Accounting,
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M.A., African-American Studies,
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